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The adult basic education (ABE) programs currently conducted by non-governmental organizations in the United States, are reviewed in this document. Attention is focused on the significance of voluntary efforts in adult basic education programs; and strengths and weaknesses, gaps between needs and resources, and limiting factors are identified. Programs in all but ten states are examined from all or some of the following viewpoints: year established, form of management, geographical areas served, affiliation, program staff, desirable preparation for teaching ABE, volunteers as teachers, location of buildings, facilities and equipment, limiting factors in ABE, government funds, staff participation, and student characteristics. This is the first attempt to make a systematic assessment of ABE in the United States. (nl)

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ADULT EDUCATION ASSOCIATION OF THE U.S.A.

ADULT BASIC EDUCATION STUDY
1965-66

Survey and Directory of Non-Governmental Agencies Involved in Adult Basic Education Programs in the U.S.A.

by Ahmed Firoza, editor

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ADULT EDUCATION ASSOCIATION OF THE U.S.A.
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ADULT BASIC EDUCATION STUDY

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SURVEY AND DIRECTORY OF NON-GOVERNMENTAL AGENCIES INVOLVED IN ADULT BASIC EDUCATION PROGRAMS IN THE U. S. A.

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AGENCIES INCLUDED IN THE DIRECTORY

ALABAMA

Adult Literacy Project of the Alabama Young Women's Christian Association, Birmingham
Alabama Federation of Women's Clubs, Fort Payne
An Educational Program for Seasonally Employed Agricultural Workers, Tuskegee
Literacy Project of the Committee on Vocational Guidance of the Kiwanis Club, Alexander City
Southern Christian Leadership Conference, Selma
Voter Registration and Political Education School, Prichard

ALASKA

Friendship Baptist Mission, Fairbanks
The Salvation Army, Anchorage

ARKANSAS

The Urban League of Greater Little Rock, Little Rock

ARIZONA

Gila River Indian Community Action Program, Sacaton

CALIFORNIA

Adult Literacy Center, Berkeley
American Friends Service Committee, Inc., San Francisco
Bakersfield Target Community Citizens's Anti-Poverty Council, Inc., Bakersfield
Bay Area Neighborhood Development (BAND), San Francisco
Church of the Good Shepherd - Baptist Denomination, Oakland
Donaldina Cameron House, San Francisco
Economic Opportunity Commision of Santa Clara County, Inc., San Jose

Elsinore Valley Literacy Council, Elsinore
Mission Neighborhood Centers, Inc., San Francisco
National Association for the Advancement of Colored People, San Francisco
Poverty Study-Action Association of Shasta County, Inc., Redding
Steering Committee for Continuing Education at the Gridley Farm, Gridley
Stanford Settlement, Sacramento
South California Laubach Literacy Council, Alhambra
Valley Communities Economic Opportunity Organization, Inc., Livermore

COLORADO

Adult Education Council of Metropolitan Denver, Denver
Colorado Council of Churches, Denver
Metropolitan Council for Community Service, Denver
National Council of Churches: Division of Christian Life, Golden
Young Women's Christian Association, Colorado Springs

CONNECTICUT

Social Action Department of the Diocese of Bridgeport, Bridgeport
Young Women's Christian Association, New Haven

DISTRICT OF COLUMBIA

Adult Basic Committee of the National Association of Public Schools
Adult Education Association, Washington, D.C.
Adult Basic Section of the Adult Education Association of the USA, Washington, D.C.
American Association of University Women, Washington, D.C.
Barney Neighborhood House, Washington, D.C.

Building Service Employees International Union: Locals 536 and 82 Training Projects, Washington, D.C.
Educational Media Council, Washington, D.C.
Goodwill Industries of America, Washington, D.C.
Laubach Literacy, Inc., Washington, D.C.
National Catholic Community Service, Washington, D.C.
Phonovisual Products, Inc., Washington, D.C.
The Washington Literacy Council, Washington, D.C.

FLORIDA

Community Action Fund, Inc., Perrine
Family Service Association, Inc., Tampa
Jewish Vocational Service, Inc., Miami
Methodist Community Center, Jacksonville
Senior Centers of Dade County, Inc., Miami
South Florida Economic Opportunity Council, Inc., Miami

GEORGIA

Athens Community Adult High School, Inc., Athens
Baptist Home Mission Board, Atlanta
Board of Women's Work of the Presbyterian Church of the U.S.A., Atlanta
Chatham County Crusade for Voters, Savannah
Educational Institute for the Advancement of Minority Groups, Fitzgerald
Southern Christian Leadership Conference, Atlanta

HAWAII

Aiea Community Action Program, Aiea
Palama Settlement, Honolulu

ILLINOIS

AFL-CIO Community Services Committee, Springfield
American Library Association, Chicago
Central Y.M.C.A. Community College, Chicago
Chicago Baptist Institute, Chicago
Chicago Branch of the National Association for the Advancement of Colored People, Chicago
Chicago Commission on Human Relations, Chicago
Cooperative League of the U.S.A., Chicago
The Governor's Committee on Literacy and Learning, Chicago
The Illinois Migrant Council, Springfield
Lawson Y.M.C.A., Chicago
The Loretto Adult Education Center, Chicago
Marcy Center, Chicago

Mayer Kaplan Senior Adult Center, Chicago
National Dairy Council, Chicago
The Northwestern University Settlement, Chicago
South Chicago Community Center, Chicago
Young Women's Christian Association: Literacy Project, Springfield

INDIANA

The American Legion, Indianapolis
Associated Migrant Opportunity Services, Indianapolis
Bloomington Christian Center, Bloomington
Centro Christiano de la Communidad, Inc., Indiana
Clarke County Community Action Committee, Inc., Jeffersonville
Community Action Against Poverty, Indianapolis
The Fort Wayne Urban League, Inc., Fort Wayne
The Indiana Council of Churches: Associated Migrant Opportunities, Kokomo
The Indiana Migrant Ministry, Indiana
Literacy Council of St. Joseph County, South Bend
Small Business Development Center of St. Joseph County, South Bend
Young Women's Christian Association, Anderson
Young Women's Christian Association, Muncie

IOWA

Migrant Action Program, Mason City
South Central Iowa Community Action Program, Inc., Leon

KANSAS

Association for Services to Migrant Workers in Western Kansas, Inc., Garden City, Inc.
Laubach Literacy Center, Garden City
West Central Area Council of the Young Men's Christian Association, Topeka

KENTUCKY

Council of Southern Mountains, Inc., Berea
Good Samaritans for the Three R's, Frankfort
Madison County D-velopment Association, Inc., Richmond
Market Street Neighborhood House, Louisville
South Central Kentucky Area Development Council, Inc., Glasgow

LOUISIANA

Adult Instruction Membership, New Orleans
Community Advancement, Inc., Baton Rouge
Iberville Industrial Voter's League, Inc., Plagueinine

MAINE

Augusta-Gardiner Area Council Community Action Program, Inc., Augusta
The Portland Goodwill Industries, Inc., Portland
United Community Services, Portland

MASSACHUSETTS

Benevolent Fraternity of Unitarian Churches, Boston
Boston Youth Educational Assistance, Boston
Boston Young Men's Christian Association, Boston
Department of Ministry to Migrants, Massachusetts Council of Churches, Boston
East Boston Social Center, East Boston
Greater Springfield Community Centers Association, Inc., Springfield
Massachusetts Federation of Women's Clubs, Oxford
Newton Young Men's Christian Association, Newton
Northern Education Service, Springfield
Project for Adult Literacy of the Massachusetts Council for Public Schools, Boston
Roxbury Federation of Neighborhood Centers, Roxbury
United Church Women of Massachusetts, Boston
Young Women's Christian Association, Worcester

MARYLAND

Allegheny County Literacy Council, Cumberland
The Lafayette Square Community Center, Inc., Baltimore
Learning to Read Project of the WBAL-TV, Baltimore
Literacy Council of Montgomery Council, Chevy Chase
Maryland Farm Bureau, Randallstown
The Occupational Training Center and Workshop, Hyattsville
Prince George's County Literacy Council, District Heights
Sheltered Workshop, Inc., Annapolis
Young Women's Christian Association, Baltimore

MISSISSIPPI

Mississippi Literacy Program of the Southern Christian Leadership Conference, Natchez
Citizen's Education, Clarksdale
STAR, Inc., Jackson
The Adult Education Project of the Aaron E. Fund, Tougaloo

MICHIGAN

Allied Educational Council, Gallen
Ann Arbor Community Center, Inc., Ann Arbor
Area Service Association, Ferndale
Literacy Project of the Young Women's Christian Association, Grand Rapids
Michigan Catholic Conference and On-the-job Training Center, Inc., Lansing
Michigan Migrant Opportunity, Inc., Lansing
National Grange, Haslett
Mott Adult Reading Center, Flint
Operation Alphabet of Kalamazoo

MISSOURI

Adult Education Council of Greater St. Louis, St. Louis
Catholic Community Services, Kansas City
Guadalupe Center, Kansas City
Missouri Adult Education Association, Columbia
Naturalization Council of Metropolitan Kansas City, Kansas City
Volunteer Adult Education Program (VAEP), Kansas City

MINNESOTA

Midland Cooperatives, Inc., Minneapolis
Tri-Valley Opportunity Council, Inc., Crookston

NEBRASKA

Social Settlement Association of Omaha, Omaha

NEW YORK

Baden Street Neighborhood Center, Rochester
Brother-in-Action, New York City
Casita Maria, Inc., New York City
Child Study Association of America, New York City
Civic Center Clinic, Brooklyn
Clinton Square Neighborhood Center, Inc., New York City
Cleanliness Burea, New York City
Committee on World Study and Christian Literature, New York City
Corning United Church Women Literacy Project of New York State, Corning
Cosmopolitan Centers, Inc., Utica
Crusade for Opportunity, Inc., Syracuse
Educational Alliance, Inc., New York City
Endicott Council of United Church Women, Endicott
Five Towns Community House, Long Island
Hamilton Madison House, New York City
HARYOU-ACT-After School Study Programs, New York City
Greenleigh Associates, Inc., New York City
Institute of Life Insurance, New York City
International Ladies' Garment Workers' Union, New York City
Literacy Project of the Young Women's Christian Association, Upper Manhattan
Literacy Volunteers of North Westchester, Waccabuc
Literacy Volunteers of Lockport Area Council of Churches, New York City
Literacy Volunteers of Syracuse, Syracuse
Literacy Volunteers of Chevango County, Norwich
Literacy Volunteers of United Church Women, Middletown
Literacy Volunteers of United Church Women, Auburn
National Association for the Advancement of Colored People, NYC
National Federation of Settlements and Neighborhood Centers, NYC
National Board of the Young Women's Christian Association, NYC
National Council of Churches of Christ in the U.S.A., NYC
National Council of Churches of Christ in the U.S.A, National Board
National Leagur for the Hard of Hearing, N.Y.C.
National Urban League, N.Y.C.
National Committee on Employment of Youth; National Child Labor Committee, N.Y.C.
National Association of Manufacturers: MIND Project, NYC
New York Association for the New American, Inc., NYC
National Board of the Young Men's Christial Association, NYC
Neighborhood Service Association of Duchess County, Inc., Poughkeepsie
North Shore Child Guidance Center, Manhasset
Ontario Literacy Volunteers, Ontario
Police Athletic League, NYC
Project ABC - Economic Opportunity Council, Inwood
Public Affairs Committee, Inc, NYC
Young Adult Institute and Workshop, Inc., NYC

NEW JERSEY

Atlantic Human Resources, Inc., Atlantic City
Boy Scouts of America, New Brunswick
Community Action Program, Plainfield
Department of Work Among Migrants: N. J. Council of Churches, East Orange
Neighborhood House Association, Plainfield
Newark Literacy Council, Newark
United Community Services of Eastern Union County, Elizabeth

NEW MEXICO

Chaves County Community Action Program, Inc., Roswell
Home Education Livelihood Program, Albuquerque

NORTH CAROLINA

Adult Basic Education Recruitment Program, New Bern
American Association of University Women, Asheville
Macon Program for Progress, Franklin
Western North Carolina Community Action, Inc., Hendersonville
Women's Missionary Board, Auxilliary State Baptist Convention, Raleigh
Yates Baptist Association, Durham

OHIO

International Institute of Youngstown, Youngstown
Literacy Project of the Lorain YWCA, Lorain
Literacy Project of the Toledo YWCA, Toledo
Neighborhood House, Lorain
Southside Neighborhood Center, Columbus
South Side Settlement, Columbus
United Church Women of Toledo Area, Toledo
West Side Community House, Cleveland
Fairborn Neighborhood Center, Fairborn

OKLAHOMA

Baptist Mission Center, Oklahoma City
Laubach Literacy Project of Oklahoma City, Midwest City
Shawnee Literacy Council, Shawnee

OREGON

Jefferson Project Evening Class for Adults, Portland
Reed Community Education Project, Portland
Valley Migrant League, Woodburn

PENNSYLVANIA

American Baptist Home Mission Societies, Valley Forge
Community Progress Council, York
Friends Neighborhood Guild, Pa
Johnstown Regional Central Labor Council, Johnstown

SOUTH CAROLINA

Aiken Reading Clinic, Aiken
Community Progress Council
Southern Christian Leadership Conference, Forte Matte
Southern Christian Leadership Conference, Wagner

TENNESSEE

Chattanooga Area Literacy Movement, Inc., Chattanooga
Department of Adult Publications of the Methodist Church, Nashville
Highlander Research and Educational Center, Knoxville
L.B.J. and C. Development Project, Monterry
Senior Citizens, Inc., Nashville
Wesley House Centers, Nashville

TEXAS

Angelton Literacy Council, Angelton
Brazos Valley Literacy Council, Bryan
Cameron - Wilkies Counties Literacy Council, Harbinger
Community Council of Comal and Blanco Counties, New Braunfels
Ellen McCarter Stewart School, Houston
Gregg County Literacy Council, Longview

El Paso Literacy Council, El Paso
Houston Literacy Council, Houston
Mathis Community Action Committee, Mathis
National Council of Jewish Women, Dallas Section, Dallas
Our Lady's Neighborhood Center, El Paso
Palo Pinto Community Service Corporation, Mineral Well
Parkdale Baptist Week Day Program, Lubbock
San Antonio Literacy Council, San Antonio
Tarrant Literacy Association, Inc., Fort Worth
Women's Club of Taft Literacy Program, Taft
The Women's Club Literacy Project, Cotulla

UTAH

Box Elder Migrant Office, Brigham City

VIRGINIA

North Virginia Literacy Council, Alexandria

WASHINGTON

District of the Wisconsin Congress of Parents and Teachers, Madison
Literacy for Adults and Related Knowledge, Yakima
Indiana Center, Seattle
Seattle-King County Economic Board, Inc., Seattle
Tacoma Community House, Tacoma
Quinault Tribal Council Community Action Program, Taholah
Seattle Atlantic Street Corner, Seattle

WEST VIRGINIA

Adult Basic Education Program, Parkersburg
Clay County Community Development Corporation, Clay

WISCONSIN

Council of Spanish Speaking People, Milwaukee
Fourth District of the Wisconsin Congress of Parents and Teachers, Madison

INTRODUCTION

The present study is a review of adult basic education programs currently conducted by non-governmental organizations in the United States. Although the major objective of the study was to compile a directory of non-governmental agencies directly or indirectly involved in adult basic education activities, its secondary purpose has been the accumulation of data that would shed light and help to focus attention on the significance of voluntary efforts in spreading literacy education throughout the country. The study has brought to light many strengths and weaknesses of existing programs, the gaps between needs and resources, and the factors which have limited the growth of adult basic education programs of non-governmental agencies.

Significance of the Study:

The study is significant for a number of reasons. It is the first attempt to make a systematic assessment in a field of specialization which has been largely neglected in the past. Some 300 agencies, almost 50% of those identified responded to the final questionnaire. An earlier survey by post-card indicated that there were at least 600 agencies making a sometime silent, yet steady contribution toward the elimination of illiteracy throughout the country.

This study has made it possible to bring this notable contribution within the focus of public attention. Even in professional circles such as the universities, colleges and at all governmental levels, very little was known concerning the extent of non-governmental involvement in adult basic education at the grass-roots level. This study has hopefully filled a gap and should facilitate scientific planning to eradicate illiteracy.

A second and more important reason for the significance of the study is that it was conducted at a time when there is increasing recognition concerning the role adult basic education programs can play in the War on Poverty. In fact, one of the main battlegrounds for the war on povery is ignorance. Ignorance is both the cause and effect of much poverty. If the War on Poverty is to be won, the defenses against ignorance or lack of education must be strengthened. Here not only governmental activities are important, but also the efforts of people at the grass-roots level acting on a voluntary basis. It is gratifying to see that the adult basic education programs of non-governmental agencies are mainly directed toward meeting this objective.

In recent years, many urgent requests have been made from educators and other practitioners in the field of adult basic education for a listing or directory of organizations engaged in this important task. This study, therefore, partially fulfills this need and should be very helpful to many individuals and organizations throughout the United States. From the data and information gathered it is clear that these non-governmental organizations and agencies, are slowly but effectively contributing to the solution of the problem of illiteracy among adults. There is, however, still much to be learned about these programs and the undereducated or illiterate adults they now serve. It is hoped that this is the beginning of a much larger effort.

Some Major Findings:

The study reveals: That there were approximately 600 or more non-governmental agencies actively engaged in adult basic education programs, of whom 270 have been included in the directory. The interaction between government funded activities which have grown rapidly since the War on Poverty programs began in 1964 and non-governmental activities is obvious since findings show that at least one-third of the responding agencies were involved directly or were collaborating with government-sponsored, work-oriented programs, (see Table 13). The doubling of participating non-governmental agencies in the past five years demonstrated the growing importance of adult basic education as an organized service activity.

That although nearly half of the responding agencies were not more than five years old, 95% of these have a formalized pattern of organization, (see Table 2). The predominance of formalized structure suggests these agencies plan to have long-term involvement in adult basic education activities. That approximately 32% or one-third of the responding agencies had elected officers apparently indicates the process of democratic procedures involved in decision-making at the community level.

That there are more than half (55%) of the responding agencies with national affiliations which indicated that there is a dearth of

State, and regional interaction in these activities. For long-term development, the identification and solution to problems peculiar to each region and State should be examined and discussed at local and regional levels.

That more than one-third, approximately 32% of the agencies indicated employing a full time staff for adult basic education activities; this indicated some commitment to long-term involvement in adult basic education programs.

That 66% of the responding agencies indicated the desirability of special teacher preparation through a degree in education or a related discipline, course work in adult education, and previous teaching experience. This clearly reveals that personnel administering and sponsoring programs of non-governmental agencies realized that literacy activities in the 1960's required approaches and attitudes different from the traditional concept of the 3r's as well as necessitated practical orientation to the more formalized pattern of course work at universities and colllеges offering adult education programs of greater sophisitication.

That 95% of the responding agencies accepted volunteers as teachers but that nearly one-fifth offered neither pre-service nor in-service training indicated the need for strengthening teacher-training programs in adult basic education at the grass-roots level.

That adult basic education classes conducted by the responding non-governmental agencies were primarily held in buildings occupied by them. The apparent small use of the public school buildings most likely reflected the fact that public school adult basic education programs are held in the public schools whereas non-governmental agencies usually carried the program where the clientele was or at least conducted classes in close proximity to a centrally located and easily accessible area.

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A SURVEY OF ADULT BASIC EDUCATION ACTIVITIES OF NON-GOVERNMENTAL AGENCIES

I. Outline of the Study:

1. Definitions

Adult Basic Education: Adult Basic Education means formal or informal literacy instruction for adults, 18 years and over, or for those who may not be able to perform their societal roles due to a language barrier, and having less than an elementary education. Emphasis on communication and computational skills such as reading, writing, speaking, listening, arithmetic, and using as content for teaching these skills such adult experiences as consumer buying practices, health and safety habits, relations with other members of the family and community, home-making and citizenship responsibilities.

Non-Governmental Agencies: For this survey, Non-Governmental Agency means an agency, or organized group of people involved in providing adult basic education programs and whose basic support is not from public funds and is not generally recognized as a governmental agency.

The focus of the study was on those non-governmental organizations engaged in adult basic education programs and their State, regional, county and local affiliates which were involved in adult basic education in the United States.

2. Purpose

The main objectives of the study were to:

a. Survey non-governmental agencies involved in adult basic education programs.

b. Compile a Directory of non-governmental agencies involved in adult basic education programs. Describe in narrative the current activities in all the adult basic education programs surveyed by State and agencies. To provide the following information in the form of appendices:

(1) A selected bibliography of adult basic education instructional materials.

(2) Source bibliographies used in adult basic education.

(3) Publishers of instructional materials for use in adult basic education.

(4) Sources of suitable audio-visual aids.

(5) Annotated research studies in adult basic education.

(6) A listing of resource persons identified by respondents.

c. Begin the development of a central clearinghouse for adult basic education programs operating in cooperation with the following and other agencies.

(1) Adult Education Association of the USA

(2) Agency for International Development

(3) Food and Agricultural Organization - FAO

(4) International Labor Organization - ILO

(5) National Association of Public School Adult Education

(6) National University Extension Association

(7) Pan American Union Office, Bureau of Social Affairs, Washington, D.C.

(8) United Nations Education, Scientific and Cultural Organization

(9) United States Department of Agriculture

(10) United States Office, of Education, Adult Education Branch

(11) University of Syracuse, Continuing Education Library

(12) World Confederation of Organizations of the Teaching Profession

Excluded from this study were adult basic education programs sponsored and inaugurated by governmental agencies such as the:

(1) Public School adult basic education programs operated under Title II-B of the Economic Opportunity Act, State Departments of Education, or those under other government auspices.

(2) Adult Basic Education Programs which are conducted under the auspices of State or federally financed colleges, universities, or related institutions of higher education.

The decision to include only non-governmental organizations was based on the following considerations:

(1) The Adult Education Branch of the Office of Education in the past has supported studies pertaining to the extent and kind of public school adult education. 1/ A survey was conducted in 1959 to determine the involvement of State Departments of Education in adult education programs and to present information about services provided by them in the area of general adult education. 2/ A study made in 1961 was designed to identify the educational problems and issues involved in migration. The first of a series of studies in this area, this study was directed to one significant aspect of the problem, namely the

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1/ Statistics of Public School Adult Education, 1958-59, U.S. Office of Education, OE-13009, Circular No. 160.

2/ Adult Education Services of State Departments of Education, U.S. Office of Education, 1959, Miscellaneous No. 31.

education of the adult migrant. 3/ An experimental training program for the hard-core unemployed conducted at the Norfolk Division of Virginia State College under a contract with the Office of Education was presented in an interim report in 1964 and revealed un-skilled, hard-core unemployed people can in fact be trained. 4/

II. Methodology: Survey Procedures:

1. Universe:

The universe for this study was non-governmental agencies in the United States which were engaged in adult basic education programs as defined.

2. Identification of Sources:

On October 11, 1965, an explanatory letter was sent along with an enclosed survey sheet to record names and addresses of non-governmental agencies involved in adult basic education to 131 initial sources. During two additional mailings , a total of 400 resource persons was based on the following criteria:

a. reputation in the field of adult education (previously known), b. achievement in adult basic education activites, c. current involvement in literacy education, d. publishers' lists, e. foundations, and f. related interest groups.

3. Development of the Questionnaire:

A questionnaire was structured in early October, 1965, by Firoza Ahmed and which was discussed at length with the U.S. Office of Education staff, AEA and NAPSAE and other personnel. In the formulation of this questionnaire, the researcher studied the works of the Adult Education Branch of the Office of Education and related agencies. Of special mention are the studies, a. Adult Education Services of the State Department of Education; b. Training the Hard-Core Unemployed, and c. the Public School Adult Education Statistical Report.

3/ Education of the Adult Migrant, U.S. Office of Education, OE-13012.

4/ Training the Hard-Core Unemployed: A Demonstration-Research Project at Virginia State College, Norfolk Division, U.S. Office of Education, 1964. OE-13027.

4. Pretest:

A group of twelve literacy practitioners in the Greater Washington area selected on the basis of their knowledge of the field of adult basic education assisted in pre-testing the questionnaire. The researcher had personal interviews with each of the persons involved in the pretest.

5. Methodology of Mailout and Follow-up:

Following the identification of sources, letters were addressed to an additional 200 persons and organizations in two mailings. The initial mailings were made during the first two weeks of November, and the latter two mailings went out in the last two weeks of the same month.

Following a 75 percent response to the first query, a second letter requesting clarification of the agency's status, role and function was developed. This query was in the form of a concisely worded survey postcard along with an explanatory covering letter giving instructions for completion of the card was mailed to agencies which were recorded from the responses to the initial query letter. A total of 513 responded of whom 270 were included in the Directory. Returns from 28 agencies arrived the last week of June and hence could not be included in the Directory.

6. Collaboration with National, State, Regional and City Agencies in the Adult Basic Education Survey:

Four major national organizations extended comprehensive support in gathering data from their affiliates and from other local community organizations. An internal agency-wide survey was conducted under the direction of the staff person in charge of education programs within each of the agencies. Survey forms, which were used in the study, were also used by three agencies namely, the Young Women's Christian Association, the National Association for the Advancement of Colored People, and AFL-CIO. The latter agency made a somewhat smaller survey of twelve selected affiliates. The coordinator of the Adult Basic Education Projects of the National Board of the YWCA conducted interviews and field visits in order to make the questionnaires as complete as possible. The Souther Christian Leadership Conference and the National Urban League gave invaluable assistance by making available names of as many volunteer-teachers and leaders who had participated in the agency's training workshops and institutes, as well as names of key regional officers. These persons were individually contacted by personal letters and sent questionnaires.

Although national agencies assisted in conducting internal-agency-wide surveys, twenty-eight national, State, regional, metropolitan, and city agencies permitted the use of their membership and organizational directories in identifying sources of adult basic education.

Listed below are these agencies:

Adult Education Council of Indianapolis
  Adult Education Directory, 1965

Adult Education Association of the USA

1. Directory of the Adult Education Association, 1965
2. Rosters of Participants at the Five Regional Adult Basic Education Conferences.

American Federation of Labor and Congress of Industrial Organizations
  Directory of National and International Labor Unions in the United States, 1963.

Association for Cooperative Education
  A Listing of Charter Members

American Council of Voluntary Agencies
  U.S. Non-Profit Organizations in Technical Assistance Abroad, 1965.

Chicago Commission on Human Relations: Mayor's Committee on New Residents. Volunteer Tutoring Program Directory, 1965

Community Chest of Baltimore Area
  Directory of Agencies, 1965

Council of Community Services of Oakland, California
  Adult Education Survey, 1965

Citizens Crusade Against Poverty
  A Listing of National Committee Members and Agencies, 1966

Community Council of Greater New York, Inc.
Directory of Social and Health Agencies of New York City, 1965-66.

Educational Exchange of Greater Boston
A Directory of Educational Opportunities, 1965-66.

Greensboro Community Service Council
A Directory of Community Services, 1965.

Health and Welfare Council of Washington, D.C.
A Directory of Health and Welfare Services in Nation's Capital, 1965.

Maryland Literacy Council
A Listing of Teachers Trained in Adult Literacy Education, 1966.

Massachusetts Federation of Women's Clubs
A Directory and Report, 1965.

National Association for Public School Adult Education

1. Membership Listing

2. Membership Listing of NAPSAE's Adult Basic Education Section

National Council of Churches of Christ in the USA

1. Year Book of American Churches for 1966

2. A Listing of Persons to Contact in Migrant Ministry in the USA

National Federation of Settlements and Neighborhood Centers
A Directory of Member Houses, 1965-66.

The National Society of the Volunteers of America
A National Listing of Officers, 1966.

National Council of Church Women
A Listing of Member Churches, 1966.

Office of Economic Opportunity

1. Computer Runs by Component and Category of Services for the period October, 1965 - May 1966.

2. Catalog for Federal Programs for Individual and Community Improvement, 1965.

3. Directory of Community Action Programs, 1965.

4. Poverty Program Information Booklet of April, 1966.

Public Welfare Foundation
  Annual Report, 1965.

Regional Health and Welfare Council of Greater Kansas City Area
  A Directory of Health and Welfare Services, 1963.

Social Services Council of Metropolitan Chicago Social
  Social Services Directory of Metropolitan Chicago, 1963.

Texas Literacy Council
  Annual Literacy Report, 1965

United Church Women of Christ in the USA
  A Listing of Board Members and State Presidents, 1965.

United Church Women of Christ of New York State
  A Listing of Literacy Volunteers of New York State, 1965.

United Community Funds and Councils of America
  A Directory, 1965.

United Planning Committee of Jacksonville, Florida
  A Directory of Community Services, 1965.

Welfare Federation of Cleveland, Ohio
  A Listing of Member Organizations, 1966.

Young Men's Christian Association
  A Directory of Members and Officers, 1964.

7. Limitations:

There was a low response to the initial query letter from organizations and agencies in the following States: Arizona, Arkansas, Connecticut, Delaware, Hawaii, Idaho, New Hampshire, North Dakota, Rhode Island, and Wyoming.

About 250 agencies returned the survey post-card indicating their non-governmental status and involvement in adult basic education activities but failed to return the somewhat longer questionnaire.

This questionnaire was only approved in the last week of February, 1966. This allowed a period of only 2-3 weeks from the time the questionnaire was administered in March 1966 and the time during which a response could be expected. Hence, a systematic rigorous follow-up procedure could not be established.

III. Techniques of Analysis

1. Preparation and Use of Narratives

The descriptive narratives which appear in the directory of non-governmental agencies involved in adult basic education activities, and which describe the structure and function of each agency, were prepared in the following manner:

For each returned questionnaire a two-section folder was prepared. These folders were filed by State and within each State by the alphabetical order of agency name. One section held the completed questionnaire and all correspondence with the agency; the other held the prepared narrative derived from the questionnaire, correspondence and descriptive material.

The material in the narrative was arranged under the following twelve selected headings which also were discussed with the same adult basic education practitioners and administrators who had pretested the questionnaire:

Name of Agency:

Director:

Established:

Major Goals:

Organization:

Staffing:

Location and Facilities:

Limiting Factors:

Funds:

Collaboration:

Plans:

Students:

The order of these headings corresponds to the order found in the questionnaire.

The narratives were arranged by headings so that any required information would be immediately accessible.

For each of these headings appropriate information and opinions of respondents were extracted, where possible, in their own words. Each topic was separated from adjacent topics by semicolons. Within each topic, commas were used to distinguish separate items.

Quotations expressing the opinions of those actually involved in non-governmental adult basic education programs were used when appropriate in order to present current opinions in these endeavors. Very few editorial changes have been made. In no case has the essential meaning of the response been changed. No special inferences were drawn from a qualitative analysis, nor was content analysis attempted.

2. Preparation and Presentation of Quantitative Tables

This section presents the major quantitative findings of the study. The data are organized in a series of tables each of which corresponds to a question included in the survey questionnaire form. The significance of the data in each table is discussed in each case.

Before explaining the tables, some general comments may be helpful. First, very few questionnaires were returned complete in every detail; in many cases certain information was not available. Therefore, as a methodology it was decided to present the quantitative results in the tables as percentages of agencies actually responding to each question or, where appropriate, as a sub-section of a question, rather than in actual numbers.

Second, the presence of an asterisk (*) in the table indicates those points in the survey where the respondents were encouraged to check several choices.

Third, the term "narrative" means a uniformly concise descriptive analysis of the responses to the questionnaire. Although this analysis was based on the entire questionnaire, as well from related correspondence with the agency, the primary task was to present an analysis of the responses to the open-ended questions.

TABLE I. YEAR AGENCY ESTABLISHED

	BEFORE 1961	1961	1962	1963	1964	1965
Percent of Responding Agencies	51	9	6	7	15	12

Table 1, which is abstracted from Question II - 1 of the survey questionnaire, reveals most clearly, the rapid increase in voluntary adult basic education agencies in the five years from 1961 to 1965. In fact, of the 270 agencies which responded to this question, approximately one-half were established in this period. The interaction between government-funded activities which have grown rapidly since the inception of the War on Poverty programs in 1964, and non-governmental activities needs more detailed investigation, since it is obvious that the growth among non-governmental agencies is partly a reaction to reorganized governmental activity. It should be recalled that "non-governmental" refers to control and decision-making and not to the provision of financial support. The great increase in non-governmental agencies may have been stimulated by the increased availability of governmental funds, such as those from the Office of Economic Opportunity. (In this connection, see also Table 12.). The doubling of non-governmental agencies in five years demonstrates at least the growing importance of adult basic education as an organized service activity.

A more detailed reading of the narratives of the questionnaire revealed that agencies in existence prior to 1961 have found it worthwhile to continue their adult basic education operations and in certain cases to expand their area of concern to include as many broader facets of adult basic education as possible.

TABLE 2. FORM OF MANAGEMENT*

	Elected Officers	Executive, Trustees, Board of Directors	Incorporated	No Formal Organization
Percent of Responding Agencies	32	36	27	5

In Table 2, a formalized pattern of organization of those agencies engaged in adult basic education is quite evident, though nearly half of these agencies are not more than five years old. Only 5% of the responding agencies reported no formal organization (although some caution is necessary since informal groups are those most likely to be missed in the survey). The figure for informal organizations is probably underestimated.

The predominance of formalized structures suggests that these agencies plan to have long-term involvement in adult basic education activities. The fact that administrative and teaching staff(s) are very mobile (Table. 5 shows that 35% of the responding agencies had full time program staffs and 95% used volunteers as teachers) would suggest that these agencies are building stable, long-term management structures within which adult basic education programs will occupy a significant position. Examples of such long-term plans for involvement in adult basic education are indicated in the activities of such organizations as the YWCA, the National Urban League, the General Federation of Women's Clubs, The Southern Christian Leadership Conference, the National Council of Churches of Christ in the USA, American Association of University Women, and the Parents and Teachers Association, and the United Church Women of Christ in the USA.

That approximately one-third (32%) of the responding agencies had elected officers apparently indicates the process of democratic procedures involved in decision-making at the community level by community representatives. Whether these community representatives were drawn from the adult uneducated illiterate population itself was not determined but might be suggested as a very worthwhile topic for future investigation.

TABLE 3. GEOGRAPHICAL AREAS SERVED*

	National	Regional	State	County	Metropolitan	City	Neighborhood
Percent of Responding Agencies	9	9	13	19	10	25	15

Table 3, shows that the majority of the responding agencies include cities, suburbs, or subdivisions. However, this does not preclude such agencies from serving a wider geographical area (each agency could respond to more than one item in this question). Also, the distinction between a Metropolitan area and city was not well defined. Separate and exclusive figures for participation within each geographical area were not obtained. Narratives indicate that agencies which serve at the national level were not usually involved directly in conducting classes for adult illiterates, but were more involved with coordination, fund raising and procurement, acquisition of facilities, teaching equipment, training of teachers, preparing instructional materials, inaugurating pilot projects, disseminating information, organizing national and regional conferences, representing the national agency at international meetings, and conducting research. Examples of such agencies were the National Federation of Settlement and Neighborhoods Centers, the United Community Funds and Councils of America, The National Council of Jewish Women, AFL-CIO, The Southern Baptist

Convention, the National Catholic Community Service, American Friends Service Committee and the Women in Community Services (WICS) to name only a few.

TABLE 4. AFFILIATION*

	International	National	Regional	State
Percent of Responding Agencies	14	55	14	17

The coordination between non-governmental agencies engaged in adult basic education activities at various levels is summarized in Table 4 which was prepared from Question II - 5.

The predominant finding was that there are more than half (55%) of these agencies with national affiliations. The comparative dearth of regional and State affiliations indicates that agencies at these levels were either not well-equipped to handle the special problems and demands of adult basic education, or that the national organizations could provide a wider range of supporting services, than regional and State affiliates. It may also be likely that local agencies in some instances may consider themselves to be well equipped themselves to conduct adult basic education activities or may not have known to whom to turn for consultation and help at the regional or State level. Much of the national affiliation appears to be through and with Federally-sponsored programs and funding agencies.

However, for long-term development, the identification of those problems peculiar to each region and State should lead to increased interaction at regional and State levels. In this way, the diverse problems of adult illiterates may be adequately met at the grass-roots level.

TABLE 5. PROGRAM STAFF*

	Full Time	Part Time	Occasional	None in Charge
Percent of Responding Agencies	35	32	20	13

In Table 5, information is summarized concerning the pattern of staffing in the agencies involved in adult basic education activities. More than one-third, approximately, (35%) of the agencies responding to this question employed full-time staff, this indicated some commitment to long-term involvement in adult basic education programs.

Occasional staff, specialists, and consultants were frequently used for short-term adult basic education programs and some pilot projects. Many of the agencies as yet do not maintain full-time specialists in this field. This was further confirmed in the narrative statements.

TABLE 6. DESIRABLE PREPARATION FOR TEACHING ADULT BASIC EDUCATION

	Inservice Training	Degree in Education or Related Discipline	Course Work In Adult Education	Previous Teaching Experience	Preparation not Desirable
Percent of Responding Agencies	31	20	24	22	3

Desirable preparation for teaching of adult basic education, presented in Table 6, which simply presents the current opinions of those actually involved in adult literacy programs in non-governmental agencies. Approximately one-fifth (22%) of those responding checked previous teaching experience as desirable; a similar percentage considered degree or course-work in adult education as desirable teaching preparation. It was probably realized by those administering and sponsoring adult basic education programs that literacy activities in the 1960's required approaches and attitudes different from those emphasized in the formalized pattern of course-work at universities and colleges offering adult education programs. A few universities have already started exploring new approaches to the methodology of teaching adult illiterates. One such example is the University of New Mexico which organized a workshop from June 7-18, 1965, the objectives of which were as follows:

1. To help staff people understand and appreciate clearly the psychology of the under-educated adult, his learning problems, and the non-learning related problems of adults attending classes.

2. To help staff people understand and appreciate clearly the sociological aspects of teaching when social class conflicts are serious and when bridging the chasms across cultural differences and cultural practices in the classroom.

3. To help staff people understand and appreciate clearly the problems that were sure to arise in the area of methods and materials.

4. Finally, staff people needed direction and suggestions about the new State programs, provisions for implementing them, and confidence in moving into a new, presently unexplored area of education for most of the staff personnel involved.

As the above mentioned objectives indicate the problems in inaugurating adult basic education programs are indeed numerous and require above all a concerted effort from the universities, State departments of education, public schools and non-governmental agencies in planning long-term programs directed toward meeting the literacy needs of the country.

TABLE 7. VOLUNTEERS AS TEACHERS*

	Pre-service Training	Seminars, etc.	Internship, etc.	No pre-service Training
Percent of Responding Agencies	26	10	6	6

	No Volunteers as Teachers	In-service Training	Seminars, etc.	Internship, etc.	No pre-service Training
Percent of Responding Agencies	5				

The use and training of volunteers as teachers in adult basic education is summarized in Table 7. Ninety-five percent of the respondents accepted volunteers as teachers; nearly one-fifth (6% plus 13%) offered neither pre-service nor in-service training. These figures indicate the need for strengthening teacher-training programs in adult basic education. However, about one-fifth of those which responded to this question offered either pre-service or in-service training. The Laubach Literacy Foundation and the Southern Christian Leadership Conference among a few others mentioned in the narratives were greatly involved in conducting training activities for teachers of adult basic education programs.

TABLE 8. a) LOCATION OF BUILDING*

	Business Area	Residential	Suburban	Rural and Other
Percent of Responding Agencies	26	34	17	23

b) TYPE OF BUILDING*

	Church	School	Library	Volunteer Organization
Percent of Responding Agencies	23	25	10	42

Data on the physical facilities used in current non-governmental adult basic education programs are presented in Table 8. Briefly, the majority of classes were held in buildings occupied by the voluntary organizations; these in turn, were mainly located in residential suburban areas. The apparent small use of public school buildings most likely reflected non-governmental character of the agencies surveyed and the fact that most public school programs in adult basic education do take place in the public schools.

TABLE 9. FACILITIES AND EQUIPMENT*

		Purchased	Loaned	Donated	Rented
Percent of Responding Agencies	Classroom	11	24	44	21
	Office Space	19	12	38	31
	Workshop, Training Area	15	25	40	20
	Miscellaneous Small Tools	47	15	31	7
	Instructional Materials	53	15	28	4
	Mobile Units and Other	42	14	30	13

Data in Table 9 indicates that classroom facilities, office space and work training area were donated by the majority of responding agencies. On the other hand, specialized teaching equipment, instructional materials and mobile units were usually purchased (whether at the agencies' or students' expense was not determined). There would seem to be need, therefore, to provide funds for equipment rather than for classroom space if funds are made available to these agencies. This need for equipment and materials is again reflected in Table II in which the predominant current difficulty mentioned is in the area of materials and teaching aids.

TABLE 10. LIMITING FACTORS IN ADULT BASIC EDUCATION

		Great Concern	Some Concern	Little Concern
Percent of	Funds	50	34	16
Responding	Personnel to Recruit Students	40	40	40
Agencies	Qualified Teachers	32	43	25
	Support at Organizational Level	20	30	50
	Funds or personnel for Teacher Trainer	31	35	34
	Support by National Agencies	21	27	52
	Information About Community's Adult Basic Education Needs	28	36	36
	Interest of Local School Board	31	32	37
	Instructional Materials	35	35	30
	Transportation of Pupils	18	38	44

Table 10 indicates the percentage of responding agencies and their realtive concern about factors which may have limited the development of their adult basic education programs. From the data available in the table, we can conclude that the majority of the non-governmental agencies involved in adult basic education were of the opinion that:

1. Funds are an important limiting factor in their efforts;
2. Lack of personnel to recruit students is a major concern;
3. There is less concern over the question of qualified teachers;
4. Support at organizational level is not a major concern;
5. Teacher training funds or personnel for teacher training are of moderate concern (there is a broad spread of opinion on this issue);
6. Support by national agencies was not a major concern (although from Table 4, 55% of the responding agencies had national affiliation);
7. Information concerning adult basic education needs of the community is of some concern (again a diversity of opinion) to some of the agencies;
8. The interest of the local school board was of some concern, with a wide divergence of opinion.
9. Lack of suitable instructional materials were limiting factors of great concern to only a small number of the agencies.
10. Transportation of pupils was predominantly of little concern.

Analyzing the data in the table one can see that the factors of greatest concern and which have limited the development of adult basic education programs of non-governmental agencies, in the opinions of agencies themselves were (1) lack of funds, and (2) lack of personnel to recruit students. The factors of least concern (1) were support by national agencies, and (2) support at organizational level.

TABLE 11. CURRENT DIFFICULTIES WITH FACILITIES*

	Accomodations	Transport	Materials	Student Convenience	Other
Percent of Responding Agencies	9	20	29	25	17

An analysis of Table 11 shows that lack of instructional materials was the major source of current difficulties in non-governmental adult basic education programs. Also as indicated earlier by Table 4, tools, equipment, instructional materials and teaching aids were usually agency-purchased while Table 10 indicates that the shortage of funds was of the greatest concern on an overall basis. Hence, it can be suggested that the greatest current limitation in these programs is the lack of funds for teaching materials and equipment.

TABLE 12. GOVERNMENT FUNDS

	Receiving Government Funds	Of these, majority of funds from Government	Not Receiving Government Funds
Percent of Responding Agencies	29	90	71

A total of 264 agencies responded to this question. Of these, 29% (61) received some government funds, and of these 61 agencies, 90% obtained the majority of their funds for continuing adult basic education activities from government sources (State and Federal). No government funds were received by 71% or 203 of the non-government agencies responding.

TABLE 13. STAFF PARTICIPATION IN OFFICE OF ECONOMIC OPPORTUNITY PROGRAMS*

	Youth	Adult	Community	VISTA
Percentage of Responding Agencies	31	26	31	12

In Table 13, the participation of agencies and their staff in Office of Economic Opportunity Programs is summarized. About one-third of the responding agencies were involved directly or collaborating with government work-oriented-literacy programs. While at least, one-third of the responding agencies were aware of the Office of Economic Opportunity programs, however, they apprently did not wish to relinquish sponsorship and control of these programs even though they may be funded from government sources (see Table 12).

TABLE 14. STUDENT CHARACTERISTICS

Total Number of Students Participating	Male	17,400 (48%)	Female	18,700 (52%)
Racial Composition %	White	51	Non-white	49
Age %	18 to 25: 26	26 to 40:40	41 and over:	34
Enrolled From Public Assistance Rolls %	Male	40	Female	60
Employed %	Full time	83	Part Time	17
Unemployed %	Seeking Employment	60	Not Seeking	40

Table 14 indicates student characteristics. Since the question was not completely answered by most agencies or others indicated that as an agency policy student records were not made public, the total number of participants, reported, 36,100 was probably an underestimate, a more accurate estimate would be closer to 75,000. Because of lack of more definitive data other participant findings have been reported as percentages.

An analysis of the data shows that about as many non-white students participated in the reported non-governmental adult basic education programs as did white students. Since the non-white population of the USA is estimated at 10% of the total, it can be estimated that the rate of participation of the non-white population (in comparison to the total population) is five to six times higher than for the white population.

Analysis of the data further revealed that agencies such as the National Association for the Advancement of Colored People, the National Urban League, and the Southern Christian Leadership Conference, which responded to the questionnaire, indicated a vigorous commitment to programs of a general adult basic education nature primarily for their predominantly non-white clientele. However, other agencies such as the Southern Baptist Convention, the United Church Women of Christ, the National Catholic Community Services, The National Council of Jewish Women, Laubach Literac, Inc., the National Council of Churches of Christ in the USA to name only a few of the national organizations, were also engaged in serving the non-white population in major areas of adult basic education such as training of teachers, sponsoring literacy classes, preparing instructional materials inaugurating pilot projects, fund raising, providing supportive services such as volunteer-teachers, classroom and office facilities, recruiting students, donating audio-visualequipment, desks, instructional materials, providing baby-sitting services and facilities, transportation, and locating job opportunities that would provide some means of livilihoood during a student's training period.

3. Preparation and Use of Appendices.

The following appendices have been included in the Directory as a preliminary guide to those engaged in adult basic education programs.

APPENDIX I

1. Selected Annotated Bibliography on Texts and Systems

   This material was prepared by reviewing currently available instructional materials sent by publishers while the survey was in progress, from bibliographies on adult basic education and from check-lists used at the Instructional Materials Center, U.S. Office of Education, Washington, D.C.

APPENDIX II

2. Source Bibliographies for the Adult Basic Education Study

   A circular letter was sent to 50 selected universities, libraries, research centers, Armed Forces Institutes, State Departments of

Literacy Council, and Correctional Institutions requesting bibliographies which were being used in their adult basic education programs. Twenty-seven had responded by the time this study was completed. These bibliographies were examined and annotated in cases where materials were available, and a source listing of bibliographies was prepared for users guidance.

APPENDIX III

3. Publishers of Instructional Materials in Adult Basic Education

A circular letter was sent to about 125 publishers, of whom approximately 50 had responded by the time this study was completed. Adult basic education materials were sent by them, both upon request and voluntarily. This listing should help those seeking new materials for building adult basic education libraries for agency use.

APPENDIX IV

4. Sources of Audio-Visual Aids for Adult Basic Education Programs

These were obtained from catalogues and review materials sent by publishers and obtained from the Instructional Materials Center, U.S. Office of Education, Washington, D.C.

APPENDIX V

5. Annotated Research Studies in Adult Basic Education

Material for this appendix was obtained partly from the Curriculum Development and Research Section of the Adult Education Branch of the Office of Education and from studies in adult basic education conducted elsewhere. This listing should be of particular use to those agencies, administrators and teachers primarily interested in assisting in or conducting research in adult basic education.

APPENDIX VI

6. Listing of Resource Persons in Adult Basic Education Programs

This preliminary listing of resource persons was obtained from Question 20 which is as follows:

> Please give the name, address and area of specialization of persons who are either in your vicinity or elsewhere whom you consider to be exceptionally qualified by educational background and experience, and currently active in some aspect of adult literacy education.

It therefore contains *only* the names of those resource persons identified by respondents, and is not suggested as being complete or definitive. However, it is hoped that it may reveal some of the talents available at the grass-roots level in adult basic education programs of non-governmental agencies.

Some Goals and Procedures for the Organization and Development Future Research Activity

The survey of non-governmental agencies engaged in adult basic education activities has revealed the necessity for further inquiry and examination of literacy programs in the United States. This effort has also pointed to the desirability of suggesting that appropriate agency staff personnel should undertake the following types of activities in order to utilize existing information as a point of departure for their future efforts:

1. To continue to identify non-governmental agencies and programs involved in adult basic education activities.

2. To develop a classification of non-governmental agencies in terms of special interest and procedures of operation.

3. To conduct in depth examination of the following kinds of concerns: a) What is the extent of cooperation and interdependence between governmental and non-governmental agencies engaged in adult basic education? b) What has been the effect of Title II-B on the role and function of non-governmental agencies? Has the passage of the Act increased or decreased participation, and at what levels? What is the quality of instruction offered by non-governmental agencies? To what extend do people who learn to read and write in such programs continue to go on to elementary or high school certification? (d) What kinds of supportive services are provided by non-governmental agencies to public school adult basic education programs?

4. To develop preliminary evaluation rprocedures for adult basic education programs; to encourage and promote continuous evaluation of non-governmental adult basic education activities.

5. To obtain descriptive literature relating to history, structure, programs of non-governmental adult basic education agencies; to develop a library of resource information in the form of bulletins, pamphlets, surveys and other related data to support the administration of clearing house or other services.

6. To promote communication and encourage mutually helpful interaction in the dissemination of information on problems of common concern.

7. To locate and abstract research projects of non-governmental agencies involved in adult basic education activities; to prepare and annotate bibliographies and listing in the following areas:

    a) systems and methods of instruction; (b) textbook materials, (c) teacher education, d) source bibliographies, (e) publishers' listing, f) sources of audio-visual aids, (g) resource persons and specialists engaged in adult basic education activities at the grass-roots level, by State.

8. To review significant features of the more sophisticated programs in adult basic education; to make comparative studies of literacy activities by State; to conduct "before" and "after" attitudinal studies of participants.

9. To edit an Adult Basic Education Newsletter of Non-Governmental Agencies.'

10. To maintain a classified clipping file of information pertaining to adult basic education activities by State.

ALABAMA

ADULT LITERACY PROJECT OF THE ALABAMA YOUNG WOMEN'S CHRISTIAN ASSOCIATION
309 N. 23rd. STREET, BIRMINGHAM, ALABAMA 35203

DIRECTOR: Ethel Gibson

ESTABLISHED: 1903.

MAJOR GOALS: "To use group work methods in meeting educational, recreation and leisure time needs of the community."

ORGANIZATION: Incorporated with appointed and elected officers, executive staff; county and city served; national affiliation.

STAFFING: A staff member is in charge of adult basic education activities; agency has twelve full time workers of whom one is paid, eight volunteer-teachers are engaged in various adult basic education activities, one consultant is employed for short term projects; agency considers special teacher preparation desirable to teach/lead literacy classes; previous teaching experience at the college level is recommended; teacher certification is not required; agencies experience is that formal college preparation is more desirable than vocational training for effective instruction in literacy activities; in-service training is provided through classroom instruction and observation; teachers considered most effective in classroom instruction have been those who are "warm hearted, understanding, able to generate interest among the students, regardless of age, educational background or station in life."

LOCATION AND FACILITIES: Facilities of the YWCA are utilized; classroom and office space are donated; instructional materials are both agency purchased and loaned.

LIMITING FACTORS: Information concerning adult basic education needs of the community and interest of the local school board are agency's major concerns; other factors such as personnel to recruit students, qualified teachers, support at organizational level, personnel for teacher training, national agencies' support, instructional materials and transportation of pupils are of lesser concern at the present time.

FUNDS: Private sources.

COLLABORATION: None with Office of Economic Opportunity indicated; agencies work locally with and through other non-governmental agencies; educational television presented a thirteen-week series on literacy.

PLANS: To continue existing literacy activities.

STUDENTS: Total: 926,714 women, 170 non-white, 366 are employed on a full time basis, 18 are seeking employment, 298 are seeking employment.

ALABAMA FEDERATION OF WOMEN CLUBS
206 SECOND STREET, N.W., FORT PAYNE, ALABAMA

DIRECTOR: Mrs. W. M. Beck, Sr. (State Chairman)

ESTABLISHED: 1959.

MAJOR GOALS: "To reach every adult non-reader in our State and give them the opportunity to attend one of our basic adult education schools."

ORGANIZATION: Elected officers, incorporated, Literacy Chairman appointed by Board of Director; State county, city served, national, regional; State and international affiliation.

STAFFING: A staff member of the agency is in charge of adult basic education programs; all workers both full-time and part-time are volunteers, special teacher preparation considered desirable through in-service training, degree in education, previous teaching experience considered desirable at the elementary, secondary and college levels, selected course work in adult education; patience, compassion, and understanding are important; much depends on a dedicated teacher; a combination of both formal college preparation as well as vocational training considered desirable; week-end seminars provide both pre-service as well as in-service training; residential workshop and self-study encouraged during in-service training.

LOCATION AND FACILITIES: Suburb, residential areas, rural areas; schools, YWCA, Red Cross and Library used; Classroom and work space are loaned, instructional materials are agency purchased, loaned, and donated.

LIMITING FACTORS: Funds, personnel to recruit, organizational support, teacher training personnel, national agencies support, general community information, interest of local school board, instructional materials, and transportation of pupils are major concerns.

FUNDS: As of 1966 literacy program is being funded through government sources.

COLLABORATION: Public Schools Title II B, Volunteers in VISTA.

PLANS: Continue to co-operate with the State Department of Education; to double State appropriations. "We would like to cover every area in the State by the fall term. For 1965-66 we have conducted 454 classes in 54 school systems with a total of 7,647 students attending classes."

STUDENTS: Total 7,647; non-white about 50 per cent.

LITERACY PROJECT OF THE COMMITTEE ON VOCATIONAL GUIDANCE, KIWANIS CLUB

POST OFFICE BOX 443 ALEXANDER CITY, ALABAMA 35010

DIRECTOR: Tom Radney, President

ESTABLISHED: James L. Coley, Chairman, Vocational Guidance Committee 1965

MAJOR GOALS: To teach reading, writing English to the adult illiterate population in the city.

ORGANIZATION: Elected officers; city, neighborhood served; national, State, regional affiliation.

STAFFING: An agency member is in charge of adult basic education programming: agency's work dependent on volunteer-teachers; first year three trained-teachers were employed; occasional consultants assisted; agency provides public hearing, writes editorials, gives frequent radio talks and spot announcements, institutes conferences with public school personnel, undertakes consultations with prospective teachers, conducts conferences with community leadership serving in consultative capacity of initiate, plan and implement program of adult basic education in the city.

LOCATION AND FACILITIES: City served; local community facilities utilized; classroom, office space are used; text books and related teaching aids are agency purchased and distributed free of cost to those attending adult basic education classes.

LIMITING FACTORS: Funds, teachers.

FUNDS: Greater funding from private sources; four agency members spent 800 manhours, $1,200, and travelled 1200 miles in getting the project off the ground; Office of Economic Opportunity assisted to continue the project.

COLLABORATION: Office of Economic Opportunity.

PLANS: To continue existing adult basic education activities; to provide information to the public; to organize follow-up on those adults who have graduated from adult basic education classes.

STUDENTS: Total 97.

SOUTHERN CHRISTIAN LEADERSHIP CONFERENCE
21 FRANKLIN STREET, SELMA, ALABAMA 36701

DIRECTOR: Mrs. Shirley Mesher

ESTABLISHED: 1965, January

MAJOR GOALS: Preparing staff; county, State, city served; regional and national affiliations.

STAFFING: A staff member is in charge of adult basic education programs; agency's entire work is dependent on volunteers, two to three consultants are employed for short term projects; operational expenses are provided for the workers; considers special teacher preparation desirable to teach adult basic education classes through in-service training; teacher certification not required; agency provides pre-service and in-service training through community council experience and residential workshop; teachers must have a good reputation and be willing to give services free.

LOCATION AND FACILITIES: Suburb and rural areas served; church, private homes are used; classroom space is loaned by a private home owner.

LIMITING FACTORS: Personnel to recruit students, qualified teachers, support at organization level are of great concern; difficulty currently being faced is that of transportation of pupils.

FUNDS: Private sources.

COLLABORATION: With other community organizations.

PLANS: "To continue in the direction we are heading in projects of adult basic education, voting, social security and problems related to acquiring first class citizenship."

STUDENTS: Total 358: 200 females, 250 are 40 years and over, 195 are from Public Assistance rolls out of whom 125 women, 50 are full time employed, 105 are employed part-time, 103 are seeking employment.

TUSKEGEE INSTITUTE, ALABAMA 36088
AN EDUCATIONAL PROGRAM FOR SEASONALLY EMPLOYED AGRICULTURAL WORKERS

DIRECTOR: Dr. G. T. Dowdy

ESTABLISHED: 1881.

MAJOR GOALS: Promotion of Education

ORGANIZATION: Incorporated, national, State, county, city, regional, neighborhood, international areas served.

STAFFING: A staff member is in charge of adult basic education programs: Volunteers are not used as teachers in this program; 166 full-time paid workers; three others are paid and employed on a part-time basis; six professional workers are paid and employed as consultants, occasional staff, for short term projects, special preparation considered desirable; degree in education or a degree in a related discipline previous teaching experience; at least a four year earned college degree is required for all teachers.

LOCATION FACILITIES: Suburbs of city, rural areas; schools, YWCA and Red Cross facilities, community and neighborhood centers used; classroom space rented, workshop, office space are donated, instructional materials are agency purchased.

LIMITING FACTORS: Transportation of pupils is of some concern.

FUNDS: Funds to continue operation of literacy programs are derived from government sources.

COLLABORATION: Office of Economic Opportunity's Adult Basic Education Program and Consumer and Buyers' education.

PLANS: To conduct adult basic education activities in other rural and suburban communities.

STUDENTS: Information not given.

VOTER REGISTRATION AND POLITICAL EDUCATION SCHOOLS
552 N. CRAFT HIGHWAY, PRICHARD, ALABAMA

DIRECTOR:	Mrs. Dorothy P. Williams
ESTABLISHED:	1966, March
MAJOR GOALS:	To help people become effective voters and citizens.
ORGANIZATION:	No formal organization; neighborhood served.
STAFFING:	Three part-time volunteer teachers; agency's entire work dependent on volunteers; considers special teacher preparation desirable to teach/lead adult basic education classes: in-service training is recommended; teacher certification not required; conducts pre-service and in-service training; patience, and being close to the people being taught are recognized essential to effective instruction in adult basic education.
LOCATION AND FACILITIES:	Residential area of city served; church building used; classroom and instructional materials are donated.
LIMITING FACTORS:	Funds, teacher trainers, support by national agencies, instructional materials are agency's major concerns; qualified teachers, information concerning adult basic education needs of the community, interest of local school board are of some concern; current difficulties are lighting, materials and teaching aids.
FUNDS:	Private.
COLLABORATION:	None with Office of Economic Opportunity indicated.
PLANS:	To expand activities to cover Mobile County as soon as funds and personnel are made possible to the agency.
STUDENTS:	Total 25: 15 women, 20 are 40 years and over.

ALASKA

FRIENDSHIP BAPTIST MISSION
1501 LACEY STREET, FAIRBANKS, ALASKA 99701

DIRECTOR: Mrs. John R. Isaacs, Literacy Education

ESTABLISHED: 1960, October.

MAJOR GOALS: To teach adult non-readers to read the Bible; to teach English and citizenship education to the foreign-born in order for them to become citizens of the U.S.A.

ORGANIZATION: No formal organization; city served.

STAFFING: One staff member is in charge of adult basic education activities; eight part-time workers; agency uses all volunteer-teachers; considers special teacher preparation desirable to teach or lead adult basic education classes: a degree in education selected course work in adult education, previous teaching experience at college level considered desirable; teacher certification not required; considers formal college preparation more effective than on-the-job training; most of agency's teachers are public school teachers; pre-service and in-service training is provided through class observation; characteristics such as concern, kindness, patience, and consistency are regarded essential to effective instruction in adult basic education.

LOCATION AND FACILITIES: Church premises utilized; classroom facilities and instructional materials are donated.

LIMITING FACTORS: None indicated.

FUNDS: Private.

COLLABORATION: Office of Economic Opportunity's special Indian programs, aged, foreign born, Eskimos.

PLANS: None indicated.

STUDENTS: Total 500: 50 men.

THE SALVATION ARMY, P. O. BOX 2067, ANCHORAGE, ALASKA, 99501

DIRECTOR:	Lieutenant Colonel David Moulton
ESTABLISHED:	1898, July
MAJOR GOALS:	Meeting of all manifested human needs - spiritual, emotional, physical, material.
ORGANIZATION:	Incorporated, quasi-military; State, county and city served; national and international affiliation.
STAFFING:	32 workers, full time, paid, 75 part-time volunteers, 83 consultants on short term projects; considers special teacher training desirable for adult basic education classes; in-service training, a degree in related discipline; teacher certification required; considers a thorough religious-social training most contributory to effective adult basic education instruction.
LOCATION AND FACILITIES:	Classes are conducted on a statewide basis in different locations and in different types of physical facilities; facilities and equipment are purchased, loaned, or donated as necessary; little is rented.
LIMITING FACTORS:	Personnel to recruit students, qualified teachers, personnel for teacher training, support at organizational level, information on adult basic education needs of the community, and instructional materials are of great concern; other related concerns are support at organizational level, support by national agencies, and transportation of pupils.
FUNDS:	Private
COLLABORATION:	Participation in CAP Day Care Center in southeast Alaska during summer of 1965. Special programs for Indians.
PLANS:	Improve and enlarge present facilities; extend program to new areas as funds and personnel are available.
STUDENTS:	This type of participation data is not kept.

ARIZONA

GILA RIVER INDIAN COMMUNITY ACTION PROGRAM
BOX 427, SACATON, ARIZONA 85247

DIRECTOR: Milan J. Mockovak

ESTABLISHED: 1965, April

MAJOR GOALS: Services to adults living on the Indian Reservation.

ORGANIZATION: Incorporated with elected offices.

STAFFING: Agency uses volunteers; considers special teacher preparation desirable to teach or lead adult basic education classes; in-service training, selected course work in adult education, previous teaching experience is not considered important; teacher certification not required; the level and type of formal preparation for teachers of adult basic education depends on the individual and on his native capabilities; agency provides in-service training for teacher-volunteers through seminars and self-study; considers empathy, warmth, ability to relate to the disadvantaged, enthusiasm essential to effective instruction in adult basic education.

LOCATION FACILITIES: Rural areas covered; school, community and neighborhood centers are used; classroom facilities are donated; instructional materials are agency purchased.

LIMITING FACTORS: Qualified teachers are a major concern; personnel to recruit students, support at organizational level, personnel for teacher training, information concerning adult basic education needs of the community, instructional materials, transportation of pupils are of some concern to the agency; current difficulties are transportation, and location in terms of student convenience.

FUNDS: Title II B - of the Economic Opportunity Act.

COLLABORATION: Job Corps, Neighborhood Youth Corps, Rural Loans, Work Experience, Public School Adult Basic Education - Title II B, Indians, VISTA.

PLANS: To expand present activities by additional funding from Title II A, Community Action Program.

STUDENTS: Total 51: 27 women, 31 are between 26-40, 26 are employed of whom 21 are part-time, 12 are seeking employment.

ARKANSAS

THE URBAN LEAGUE OF GREATER LITTLE ROCK
914 GAINES STREET, LITTLE ROCK, ARKANSAS 72202

DIRECTOR: Herman C. Ewing

ESTABLISHED: 1937, February

MAJOR GOALS: "To obtain adequate education, housing, health and cultural opportunities; to formulate programs to improve race relations; to develop programs of cooperation and coordination among existing community organizations in behalf of minorities."

ORGANIZATION: Elected officers, executive staff; county served; national affiliation.

STAFFING: Agency is in the process of setting up an adult basic education program which will be designed to meet the needs of the illiterate population in the county; while agency is not presently involved in literacy classes it considers special teacher preparation desirable to teach/lead adult basic education classes through a combination of background training such as degree in education or related discipline, selected course work in adult education and previous teaching experience at the secondary level; agency requires teacher certification; current plans include provision for both pre-service and in-service training for teacher-volunteers.

LOCATION AND FACILITIES: None indicated since adult basic education programs are still in the planning stages.

LIMITING FACTORS: Not applicable at the present time.

FUNDS: Private source.

COLLABORATION: Office of Economic Opportunity's Job Corps, Neighborhood Youth Corps, College Work Study, Parent-Groups, Consumers and Buyers' Education, VISTA.

PLANS: Agency is in the process of inaugurating adult basic education programs.

STUDENTS: Agency is currently involved in recruiting students for adult basic education classes.

CALIFORNIA

ADULT LITERACY CENTER
2124 BONAR STREET, BERKELEY, CALIFORNIA 94702

DIRECTOR: Robert C. Likins

ESTABLISHED: 1961, June.

MAJOR GOALS: A Community Volunteer Service Agency, manned by people who wish to do something about the problems of illiteracy, to recruit and train volunteer writers, to prepare adult reading materials. "We find adult illiterates through personal contacts and publicity, through meetings between clients and our trained teachers."

ORGANIZATION: Elected officers, incorporated, executive staff; national, State, regional, neighborhood, county, city served.

STAFFING: A staff member is in charge of adult basic education programs; two full-time paid workers, 579 part-time volunteers use paid and volunteer resource persons in the field; considers special preparation desirable: "We are emphasizers of as much teacher education and experience as possible, but also have had experience at the other end of the ladder, where volunteers, with a minimum of training can become excellent teachers at the adult beginning level in basic education, expecially on the one-to-one-tutor-to-pupil relationship in which we specialize"; teacher certification not required; considers both formal college preparation and on-the-job training desirable for teachers of adults; agency undertakes both pre-service training through week-end seminars; residential workshops, institutes, courses in public adult schools, credit courses, and in-service training under a certified adult basic education teacher as a volunteer teaching adult non-readers directly; considers personal characteristics of compassion, patience, and skills in teaching fundamentals of reading and writing as those which contribute most to effective classroom instruction.

LOCATION AND FACILITIES: Business section, suburbs, residential, rural areas; churches, schools, the library, YWCA, Red Cross, community centers; classroom, office, work training area and tools are donated, instructional materials are purchased.

LIMITING FACTORS: Recruiting personnel, funds, teacher training personnel, information concerning adult basic education needs of the community, instructional materials, interest of local school board, transportation of pupils, teaching aids.

FUNDS: Non-profit and non-sectarian, the Center is supported by individual voluntary contributions which are tax deductible.

COLLABORATION: Office of Economic Opportunity's Job Corps, Neighborhood Youth Corps, Public School Adult Education, (Title II B), Community Action Programs, VISTA.

PLANS: Continuing extension into areas not covered currently by other programs. "When the funded programs started persons felt we would have a diminishing amount of work to do in the adult literacy area, but we have found it to be the opposite case. We are receiving referrals from public school adult education programs, MDTA dropouts and also Office of Economic Opportunity dropouts and, because of this tremendous interest and publicity, our services are in more demand now than ever before."

STUDENTS: Total 623: 249 female; non-whites dominant in classes.

AMERICAN FRIENDS SERVICE COMMITTEE, INC.
2160 LAKE STREET, SAN FRANCISCO, CALIFORNIA 94121

DIRECTOR: Stephen Thierman, Regional Director.

ESTABLISHED: 1942.

MAJOR GOALS: To provide social services and education.

ORGANIZATION: Incorporated, executive staff; region served including Northern California, Utah, Nevada; national, regional, State, international affiliation.

STAFFING: Agency uses volunteer-teachers; considers special teacher preparation desirable to teach/lead adult basic education classes through in-service training, a degree in related discipline; teacher certification not required.

LOCATION AND FACILITIES: Business section, rural areas covered; library and facilities of voluntary organizations utilized.

LIMITING FACTORS: Paucity of funds of some concern to the agency.

FUNDS: Government; formerly funded through MDTA.

COLLABORATION: Office of Economic Opportunity's Migrant Workers and College Work Study program.

PLANS: Not indicated.

STUDENTS: Total 400: 300 men, 200 non-white, 200 are between 18-25, 200 are 40 years and over, 200 are part-time employed, 200 are seeking employment.

BAKERSFIELD TARGET COMMUNITY CITIZENS ANTI-POVERTY COUNCIL, INC.
618 CALIFORNIA AVENUE, BAKERSFIELD, CALIFORNIA

DIRECTOR: Anand Prasad

ESTABLISHED: 1965, February.

MAJOR GOALS: To eliminate conditions of poverty; operate and administer Office of Economic Opportunity projects; to provide programs of a self-help nature.

ORGANIZATION: Incorporated; city and neighborhood served.

STAFFING: No staff member specifically in charge of adult basic programming; agency uses volunteers, considers special teacher preparation desirable to teach/lead adult basic education classes through in-service training, previous teaching experience at the elementary level; provides both pre-service and in-service training through residential workshops and community council experience; considers academic ability, sincerity, and dedication as those characteristics which most contribute to effective instruction in adult basic education.

LOCATION AND FACILITIES: Residential area covered; school buildings, community and neighborhood centers are utilized; office space and work training area are partly donated and rented.

LIMITING FACTORS: Qualified teachers, interest of local school board, transportation of pupils are agency's major concern; personnel to recruit students, support at organizational level, personnel for teacher training, information concerning adult basic education needs of the community are of some concern; current difficulty is location in terms of student convenience.

FUNDS: Not indicated.

COLLABORATION: Office of Economic Opportunity's Neighborhood Youth Corps, College Work Study, and Title II B, Adult Basic Education Programs.

PLANS: To work closely with the Bakerfield Evening High School in inaugurating and conducting adult basic education programs; to identify and recruit those needing literacy education; to inaugurate a consumer and buyers' education program.

STUDENTS: None indicated; agency mostly identifies and recruits students for referral to appropriate agencies in the community.

BAY AREA NEIGHBORHOOD DEVELOPMENT (BAND)
3009 16th. STREET, SAN FRANCISCO, CALIFORNIA 94103

DIRECTOR: Art Danforth

ESTABLISHED: 1964, November.

MAJOR GOALS: To conduct basic education research is urban consumer education; to find ways to assist low-income consumers find answers to problems as consumers; to work through and cooperate with other community organizations to help organize low-income areas where agency operating; to prepare simple printed materials and visual aids at an elementary reading level in consumer education.

ORGANIZATION: Executive staff; San Francisco Bay area served.

STAFFING: 48 full-time staff, 14 part time, paid workers; considers special teacher preparation through selected course work in adult education desirable because "groups are informal, reading level not high"; previous teaching experience at elementary and secondary desirable; agency provides personal conferences with volunteer-teachers at different teaching levels; evaluation method used; most desirable personal characteristic of teachers stated as "ability to communicate with groups from which students are drawn."

LOCATION FACILITIES: Business section included; classes meet in community centers.

LIMITING FACTORS: None indicated.

FUNDS: Office of Economic Opportunity's demonstration project.

COLLABORATION: Office of Economic Opportunity's consumer and buyers education program.

PLANS: To provide more printed materials and visual aids; to organize and support small neighborhood credit union; to increase community participation, and stimulate self-help projects.

STUDENTS: Minimum 80: Spanish-American and Negro.

CALIFORNIA MIGRANT MINISTRY
1411 W. OLYMPIC BOULEVARD, LOS ANGELES, CALIFORNIA 90015

DIRECTOR: Reverend Wayne C. Hartmire, Jr.

ESTABLISHED: Not indicated.

MAJOR GOALS: To bridge the gap between migrant workers and community agencies; to provide a broad based pastoral and educational program to farm workers.

ORGANIZATION: Elected officers; State served; affiliated to the National Council of Churches of Christ in the U.S.A.

STAFFING: Agency's adult basic education program is dependent on volunteer-teachers; 5-25 are engaged on short-term projects each season; considers special teacher preparation desirable to teach/lead adult basic education classes: a combination of in-service training, degree in education, a degree in related discipline, previous teaching experience at the secondary and elementary level recommended; teacher certification not required; pre-service and in-service training provided through workshops, institutes, and informal supervision; basic warmth, acceptance of all kinds of people, flexibility and eagerness to serve, technical knowledge in teaching English and vocational skills, some awareness of teaching methods and materials are considered as those characteristics which most contribute to effective instruction in adult basic education.

LOCATION AND FACILITIES: Rural areas served; school facilities used; classroom is donated, instructional materials are both loaned and donated.

LIMITING FACTORS: Personnel to recruit students is agency's major concern; qualified teachers, interest of local school board, instructional materials, transportation of pupils are of some concern to the agency.

FUNDS: Private.

COLLABORATION: Office of Economic Opportunity's Neighborhood Youth Corps.

PLANS: To continue extending consultation, guidance, and assistance to those community organizations in the State that are engaged in adult basic education activities.

STUDENTS: Total 60: 40 men, all Mexican-Americans, 35 between 26-40, 45 are employed of whom 35 are full time, 10 are from Public Assistance rolls, five are seeking employment.

CHURCH OF THE GOOD SHEPHERD - BAPTIST DENOMINATION
799 52nd. Street, OAKLAND, CALIFORNIA 94609

DIRECTOR: Pastor James Stewart

ESTABLISHED: 1757, January

MAJOR GOALS: Not indicated.

ORGANIZATION: Elected officers, incorporated, congregational sponsorship; city, neighborhood served; national, State and international affiliation.

STAFFING: Agency uses volunteers; a full-time staff member for adult basic education activities is not available; special teacher preparation desirable to teach/lead adult basic education classes: in order of importance agency indicates course work in adult education previous teaching experience at the elementary or sencondary level, in-service training, or a degree in education; teacher certification is required; agency considers formal college preparation more effective than vocational training; undertakes both pre-service and in-service training through weekend seminars, self-study; "a desire to help and understand the yearnings of an illiterate in the day of mechanization" are considered essential to effective instruction in adult basic education.

LOCATION AND FACILITIES: Residential area of city served; church facilities utilized; classroom and office space are loaned.

LIMITING FACTORS: Personnel to recruit students, qualified teachers are agency's major concern; funds, organizational support, personnel for teacher training, interest of local school board, instructional materials are of some concern; current difficulties are in terms of materials and teaching aids.

FUNDS: Government.

COLLABORATION: Office of Economic Opportunity's Adult Basic Education Program, VISTA.

PLANS: Not indicated.

STUDENTS: Total 16: eight men, eight non-white, 14 are 40 years and over.

DONALDINA CAMERON HOUSE
920 SACRAMENTO STREET, SAN FRANCISCO, CALIFORNIA 94108

DIRECTOR: F. S. Dick Wickman

ESTABLISHED: 1874.

MAJOR GOALS: Service to the Chinatown community through group work and case-work programs.

ORGANIZATION: Executive staff; serves city; national affiliation.

STAFFING: A staff member is in charge of adult basic education programs; use of volunteers; two paid staff members, full time, three volunteers; two paid staff members, full time, three volunteers full time; special preparation desirable to teach/lead adult basic classes through selected course work in adult education and teaching experience in adult education; teacher certification not required; considers formal college preparation more effective than vocational training; agency does not undertake in-service training programs since volunteers are experienced; considers personal characteristics of teachers such as "empathy, patience and teaching skills" as most effective for classroom teaching of adults.

LOCATION FACILITIES: Business section, community and neighborhood centers served; classroom, office space, and miscellaneous tools are donated.

LIMITING FACTORS: Funds, recruiting personnel, qualified teachers, interest of local school board and instructional materials are agency's major concerns.

FUNDS: Private sources.

COLLABORATION: Public School Adult Education, Title II B, and with casework agencies.

PLANS: Co-operation with Office of Economic Opportunity's English Language Center for Chinatown. "We will use materials they develop, and they will train our volunteers."

STUDENTS: Total 50: all non-white, 10 are between 18-25, 25 are between 26-40, 15 are 40 years and over, 20 are seeking employment, 25 are part-time employed.

ECONOMIC OPPORTUNITY COMMISSION OF SANTA CLARA COUNTY, INC.
40 NORTH, 4th. STREET, SAN JOSE, CALIFORNIA

DIRECTOR: Mrs. Dorothy Y. Goble, Project PREP.

ESTABLISHED: Project PREP was inaugurated in 1965, July.

MAJOR GOALS: To lessen the language-barrier that keeps non-English speaking or undereducated low income adults trapped in pockets of poverty; to encourage interest and motivation among undereducated rural oriented adults and youth to participate in learning experiences structured around a special curriculum designed to assist them to:

1. meet eligibility requirements for job training;
2. increase participation in community life;
3. to prepare kits of inexpensive literacy materials.

ORGANIZATION: Elected; executive staff; State, counties, city, neighborhood served.

STAFFING: A staff member is in charge of curriculum development; residents of the areas being served by Project PREP are involved in planning, implementing and evaluating; semi-professionals in Spanish and English are paid to serve as teachers' aids and baby sitters for PREP classes; major emphasis is on practical education.

LOCATION AND FACILITIES: Classes are held in locations where students feel comfortable; neighborhood centers, school, church, farm camp sites are utilized, study hall units are small, 10-15 members per teacher.

LIMITING FACTORS: None indicated.

FUNDS: Office of Economic Opportunity.

COLLABORATION: With all Office of Economic Opportunity activities; Youth Programs, Community Action Programs, Adult Basic Education Programs, VISTA.

PLANS: To make instructional materials available to adults whose livelihood comes from farm-related jobs; to provide instruction in language related skills; to provide training in driver-education and citizenship programs; to expand current programs;to serve 1000 adults from rural oriented occupations; to encourage adults to remain in school.

STUDENTS: 800 Total.

ELSINORE VALLEY LITERACY COUNCIL
710 WEST GRAHAM, ELSINORE, CALIFORNIA

DIRECTOR: Gertrude E. Flyte, Educational Director

ESTABLISHED: 1961, January

MAJOR GOALS: To assist non-English speaking persons to learn to read, write, speak English and to aid them in getting their citizenship papers.

ORGANIZATION: Elected officers; serves neighborhood areas, cooperates with Laubach Literacy, Inc., at the national and regional levels.

STAFFING: A staff member is in charge of adult basic education programs; use volunteers - of whom 42 work on part-time basis; consider special preparation desirable in order to teach/lead adult basic education classes: In-service training, previous teaching experience at the elementary level; "primary teachers who can adapt their training to adult needs" as most effective; considers formal college preparation more effective than vocational training in teacher preparation; agency provides pre-service training, preliminary workshops and one day institutes, as well as in-service training activities; considers patience, dedication, sympathy and a willingness to make adjustments as most effective qualities of teachers of adults.

LOCATION AND FACILITIES: Woman's Club Building; classroom space, office and work training area are loaned; small tolls, instructional materials, blackboards, are purchased; file cabinets and mimeographing equipment are donated.

LIMITING FACTORS: Recruiting personnel, interest of local school board, instructional materials, transportation of pupils of great concern, qualified teachers, support at organizational level, personnel for teacher training and information concerning adult basic education needs of community are of some concern.

FUNDS: Elsinor Literacy Council is a volunteer organization sponsored by voluntary community gifts.

COLLABORATION: Offered aid to a Job Corps project; work with Indians, and the public school system.

PLANS: Agency hopes to become a part of the Office of Economic Opportunity Programs; to continue existing programs; to develop and continue a minature Head Start program.

STUDENTS: Total 77: 51 women, 65 are 40 years of age and over; four are full time employees; four are seeking employment and 73 are not seeking employment.

MISSION NEIGHBORHOOD CENTERS, INC.
362 CAPP STREET, SOUTHEAST SAN FRANCISCO, CALIFORNIA 94110

DIRECTOR: Irving M. Kriegsfeld

ESTABLISHED: 1958, January.

MAJOR GOALS: Elected officers, incorporated; executive staff; city district served; national and State affiliation.

STAFFING: A staff member is in charge of adult basic education programs; use of volunteers; three paid occasional consultants for short-term projects; considers special preparation desirable to teach/lead adult basic education classes: a degree in education; a degree in related discipline, previous teaching experience at a secondary or bi-lingual school; teacher certification required; considers both formal college preparation as well as vocational training effective for classroom teaching; agency undertakes pre-service training through individual orientation, and in-service training through supervisory conferences; considers "understanding of group dynamics, bi-lingual school; teacher certification required; considers both formal college preparation as well as vocational training effective for classroom teaching; agency undertakes pre-service training through individual orientation, and in-service training through supervisory conferences; consider "understanding of group dynamics, bi-lingual ability, articulate personality" as personal characteristics of teachers which most contribute to effective instruction in adult basic education.

LOCATION AND FACILITIES: Residential area of city; community and neighborhood center used; classroom space both loaned and donated; office space is donated.

LIMITING FACTORS: Funds, recruiting personnel, qualified teachers, information concerning adult basic education needs of the community, and instructional materials; interest of local school board and transportation of pupils is of less concern than those mentioned above.

PLANS: To continue and, hopefully, expand adult basic education programs.

STUDENTS: Total 150; 100 female, 20 non-white, 25 drawn from Public Assistance rolls, 25 between 18-25, 50 between 26-40, 75 are 40 years and over.

NATIONAL ASSOCIATION FOR THE ADVANCEMENT OF COLORED PEOPLE OF CALIFORNIA
948 MARKET STREET, SAN FRANCISCO, CALIFORNIA

DIRECTOR: Leonard H. Carter

ESTABLISHED: 1909, February.

MAJOR GOALS: "To push vigorously the fight against segregation in all forms."

ORGANIZATIONS: Elected officers, incorporated; executive staff;agency members serve and work with national, State, region, and metropolitan areas as well as neighborhoods, counties, cities, national affiliation.

STAFFING: Agency does not have a staff member assigned to adult basic education activities; five full time paid workers are engaged in educational endeavors; while agency itself does not conduct adult basic education classes, it considers special teacher preparation desirable to do so; a combination of training such as in-service, degree in education, selected course work in adult education, and previous teaching experience are considered desirable; indicates characteristics such as "objectivity, tact, strength, understanding of others" as those which most contribute to effective instruction in literacy education.

LOCATION AND FACILITIES: Programs directed by members of agencies are carried on in all locations listed such as business section, suburbs, residential and rural areas; agency itself does not conduct literacy classes but works in stimulating local, State, regional community organizations to undertake such activities; wherever possible locally donated facilities are used.

LIMITING FACTORS: None are indicated since agency itself does not conduct literacy classes.

FUNDS: Private sources.

COLLABORATION: Agency works with and through local voluntary community organizations as well as with public agencies.

PLANS: To continue and expand existing activities.

STUDENTS: None indicated since most of the local units would carry this kind of information.

POVERTY STUDY-ACTION ASSOCIATION OF SHASTA COUNTY, INC.

2225 CLIFF DRIVE, REDDING, CALIFORNIA 960001

DIRECTOR: Edwin Warren

ESTABLISHED: 1965, January

MAJOR GOALS: To implement programs, incorporated in the Economic Opportunity Act of 1964 those programs which benefit low-income families in our county.

ORGANIZATION: Elected officers, incorporated, executive staff; serves the county.

STAFFING: No staff member in charge of adult basic education programs, two full-time paid workers, seven paid part-time workers, 25 paid and unpaid consultants on short term projects; considers special preparation desirable to teach/lead adult basic education classes through in-service training, and previous teaching experience at the elementary or college levels; teacher certification required; agency considers formal college preparation more effective for preparing teachers than vocational training; agency provides pre-service training through workshops, and community council experience, and in-service training through periodic workshops; personal characteristics such as "honesty and skills" in teaching are considered most effective in adult basic education classes.

LOCATION AND FACILITIES: Residential area of city; school buildings; classroom space donated.

FUNDS: Literacy program received government funds.

COLLABORATION: College Work Study, Public School Adult Education, Title II-B.

PLANS: To combine resources of the junior college, the Community Action Program and the Manpower Development and Training Act, in an effective basic education program.

STUDENTS: None indicated.

SOUTH CALIFORNIA LAUBACH LITERACY COUNCIL
248 EAST MAIN STREET, ALHAMBRA, CALIFORNIA 91801

DIRECTOR: Mrs. May McMillan
Miss Alta Bell, Director of Teacher Training.

ESTABLISHED: 1958.

MAJOR GOALS: Training teachers to teach adult illiterates and 'foreign-speaking' reading, writing, and speaking English.

ORGANIZATION: Elected officers; State, county city, regional, neighborhood and metropolitan areas served; national and international affiliation.

STAFFING: All use of volunteers who give time to train teachers; considers professional preparation desirable through in-service training, and selected course work in adult education; teacher certification is required; pre-service training in the form of 1) nine-hour introductory workshop, 2) 30-hour institute is provided; practice teaching in 30-hour classes comprise the in-service training program of teachers; "interest, understanding and love of people" considered as those qualities which most contribute to effective adult basic education instruction.

LOCATION AND FACILITIES: Church, school, library, YWCA, and neighborhood house used; classroom space, workshop, and office space are donated; instructional materials are purchased by the agency.

LIMITING FACTORS: Qualified teachers, teacher training personnel, and information concerning adult basic education needs of the community are of some concern, only 211 teachers are manning 24 centers throughout the city.

FUNDS: All private.

PLANS: To produce more instructional materials for the adult new reader; to expand present volunteer-teacher training programs; to encourage the use of the newspaper, NEWS FOR YOU, published by the Laubach Literacy, Inc.

STUDENTS: Total 467: Ages between 18-65.

STANFORD SETTLEMENT
360 WILSON AVENUE, SACRAMENTO, CALIFORNIA 95833

DIRECTOR: Sister Leonora

ESTABLISHED: 1963, March.

MAJOR GOALS: To help in individual growth and development; to strengthen family life; to develop and utilize neighborhood and community resources in meeting individual and community needs.

ORGANIZATION: Elected officers, executive staff; neighborhood served.

STAFFING: An agency staff member is in charge of adult basic education activities: four full time, paid, workers, three - seven part time, paid, workers engaged in various adult literacy activities; 60 volunteer-teachers serving as consultants or occasional staff on short term projects; special teacher preparation desirable to teach/lead adult basic education classes: in-service training selected course work in adult education desirable; teacher certification not required but previous teaching experience considered desirable; agency uses volunteer-teachers who are able to relate effectively with adult students since most bring high academic standards to their work; pre-service and in-service training provided through weekend serminars, institutes, and internships; recognizes characteristics such as unselfishness, a genuine interest in the adult, an ability to use a non-academic approach as those which are most contributory to effective instruction in adult basic education.

LOCATION AND FACILITIES: Residential area of city served; community and neighborhood centers used; classroom and work training area and instructional materials are agency purchased.

FACTORS: Personnel to recruit students, qualified teachers, personnel for teacher training are of some concern to the agency.

FUNDS: Private.

COLLABORATION: Office of Economic Opportunity's Public School Adult Basic Education - Title II B, Work Experience, College Work Study, Parent-Groups.

PLANS: To continue providing literacy classes on a one-to-one basis; to provide basic English classes for the foreign born; to inaugurate classes in identifying aptitudes for the youth as well as adults; to continue basic classes in home-making and management and parent's education.

STUDENTS: Total 20 in English classes for the foreign born only; information concerning students enrolled in the other adult basic education classes not indicated.

VALLEY COMMUNITIES ECONOMIC OPPORTUNITY ORGANIZATION, INC.
P. O. BOX 781, LIVERMORE, CALIFORNIA 94551

DIRECTOR: David A. Hardcastle

ESTABLISHED: 1964, December.

MAJOR GOALS: Elimination of poverty, creation of economic and social opportunities for low income persons: job creation, education, housing facilities.

ORGANIZATION: Elected, incorporated, executive staff; serves city and region.

STAFFING: One full time paid worker, two part-time, use of volunteers; considers special preparation desirable to teach/lead adult basic classes through in-service training, a degree in education, selected course work in adult education, and previous teaching experience at the college and adult school level; case work and group work training is considered desirable, teacher certification not required; considers vocational training more effective for teachers of adults than formal college preparation; agency undertakes in-service training through residential workshops, institutes, community council experience and self-study.

LOCATION AND FACILITIES: Business section, suburbs, and rural areas; church and school; classroom, office space and instructional materials are donated.

LIMITING FACTORS: Funds, recruiting personnel, support at organizational level, teacher training personnel, support by national agencies, interest of local school board.

FUNDS: Office of Economic Opportunity.

PARTICIPATION: Job Corps, Neighborhood Youth Corps, Public School Adult Education - Title II B, Community Action Programs, Migrants, Indians, Consumer and Buyers' Education.

PLANS: To provide employment and specialized training for adults.

STUDENTS: None indicated.

STEERING COMMITTEE FOR CONTINUING EDUCATION AT THE GRIDLEY FARM LABOR CAMP
P. O. BOX 875, GRIDLEY, CALIFORNIA 195948

DIRECTOR: Jaune E. Gray, Chairman

ESTABLISHED: 1964, August.

MAJOR GOALS: Find a local agency to establish a continuing program of day care and summer education at the Farm Labor Camp; to support the program and act as liaison labor camp; to support the program and act as liaison between the camp and the community.

ORGANIZATION: Elected officers, temporary community committee.

STAFFING: No staff member is in charge of adult basic education program, three volunteers serve as occasional staff and consultants on short-term projects; special preparation considered desirable for teachers and leaders of instructional classes; in-service training, and selected course work in adult education; teacher certification not required; pre-service or in-service training not provided by agency; considers maturity, experience, empathy, with specific background in material to be presented.

LOCATION AND FACILITIES: Residential area of city; school facilities used; classroom at Farm Labor Camp, small hand tools, and instructional materials are loaned.

LIMITING FACTORS: Recruiting personnel, qualified teachers, support of national organizations, information of adult basic education needs of the community, instructional materials, and transportation of pupils.

FUNDS: Government.

COLLABORATION: Office of Economic Opportunity's College Work Study Program, Public School Adult Basic Education, Title II-B, Work Experience, Migrant Workers, and VISTA.

PLANS: None indicated.

STUDENTS: Total 12: all women, six non-white, six between 18-25; six between 26-40; all from Public Assistance rolls.

COLORADO

ADULT EDUCATION COUNCIL OF METROPOLITAN DENVER
1314 ACOMA STREET, DENVER, COLORADO 80204

DIRECTOR: Mrs. Evelyn M. Zuk

ESTABLISHED: 1930.

MAJOR GOALS: To expand and strengthen opportunities for continuing education in the Metropolitan Denver area.

ORGANIZATION: Elected officers, incorporated, executive staff; metropolitan area served; agency is not an affiliate of a national organization.

STAFFING: No staff member is in charge of adult basic education programs; agency uses volunteers, ten consultants are employed on short term projects; considers special teacher preparation desirable to teach adult basic education classes through a combination of in-service training, selected coursework in adult education, previous teaching experience with adults, training in communications skills, sensitivity training, and/or human relations training; teacher certification is not required; agency undertakes both pre-service and in-service training for volunteer teachers through weekend seminars, residential workshops, institutes, internships, community council experience,and group-directed programs in leadership and group development; considers personal characteristics such as "flexibility, friendliness, open-mindedness, natural and an unassuming attitude" as those which most contribute to effective teaching in literacy classes.

LOCATION AND FACILITIES: Residential area of city, community and neighborhood centers served work training area is partly loaned and donated; part of the instructional materials are agency purchased, loaned and part are donated.

LIMITING FACTORS: Funds, recruiting personnel, teacher training personnel, information concerning adult basic education needs of community, and transportation of pupils are major concerns.

FUNDS: Private sources.

COLLABORATION WITH OTHERS: Office of Economic Opportunity's Job Corps, Neighborhood Youth Corps, Community Action Programs, Parent-Groups, Migrant and Aged.

PLANS: Agency's adult basic education programs are confined to leadership development among economically and socially disadvantaged; with a small grant from the Sears-Roebuck Foundation, agency has conducted exploratory, planning meetings in the nine public housing projects in Denver and four small workshops for officers of resident councils in these housing developments; present plans are to include fifteen to twenty people in the planning stages from the lower economic and educational groups in the community; to assist in training Parent-Groups in the Head Start program; to help support the public schools in conducting a study of needs and resources in adult basic education in Denver; to assist in planning an information and referral center for adults seeking help in finding the right institution to attend in order to satisfy their education needs.

STUDENTS: Total 100: 90 percent females, one-third Spanish, one-third Negro, one-fourth between 18-25, half between 26-40, over40 are from Aid to Dependent Children and Public Assistance rolls.

COLORADO COUNCIL OF CHURCHES
1458 PENNSYLVANIA STREET, DENVER, COLORADO 80203

DIRECTOR: Reverend James L. Selmser, Director of Migrant Ministry.

ESTABLISHED: 1936, January

MAJOR GOALS: Many types of religious interdenominational work throughout Colorado, including "Migrant Ministry" among migrant and agricultural workers: recreational, social, religious, and educational conseling.

ORGANIZATION: Elected officers, incorporated, executive staff, board members are elected by 12 denominations; serves the State; co-operates with the National Council of Churches of Christ in the U.S.A.

STAFFING: A staff member is in charge of adult basic education programs, five are full time, paid workers, 15 are employed during the summer, for migrant activities; considers special preparation desirable to teach or lead adult basic education classes: a degree in education or under-graduate work in education, a degree in related discipline or under-graduate work in religion; teacher certification not required; considers formal college preparation more effective than on-the-job training in teacher preparation for literacy instruction; considers personal characteristics such as religious motivation, understanding of under-privileged people, tolerance of subsistence living conditions, understanding of minority groups' problems (Spanish, Indian, Negro) as those which contribute to effective classroom instruction.

LOCATION AND FACILITIES: Rural areas; Church, YWCA, Red Cross; classroom space is rented, office space, is donated, small tools and instructional materials are both agency purchased and donated, and mobile units are agency owned.

LIMITING FACTORS: Funds, support at organizational level, information concerning adult basic education needs of community are of great concern, qualified teachers, recruiting personnel and interest of local school board are of some concern.

FUNDS: Private.

COLLABORATION WITH OTHERS: Office of Economic Opportunity's Migrant Workers Progrma, Indians.

PLANS: "Concerned with our on-going Migrant Ministry program which every year reaches a considerable number of adults, youth and children in the migrant stream of 15,000 approximately who come to Colorado. We serve them in seven or eight different areas of the State."

STUDENTS: Approximately 15,000.

METROPOLITAN COUNCIL FOR COMMUNITY SERVICE
1375 DELAWARE, DENVER, COLORADO 80204

DIRECTOR:	Henry H. Welch, Ph. D.
ESTABLISHED:	1922, March
ORGANIZATION:	Elected officers, incorporated, executive staff; county, city, neighborhood, metropolitan areas served; national affiliation.
STAFFING:	A staff member in charge of adult basic education programs; one part-time paid employee; considers special preparation desirable to teach adult basic education classes through in-service training, a degree in related discipline; agency uses volunteers; provides both pre-service and in-service training through internship, community council experience, and conferences.
LOCATION AND FACILITIES:	Centrally located; YWCA, Red Cross facilities used; room space given at no cost; classroom space on loan, instructional materials are agency purchased.
LIMITING FACTORS:	None indicated.
COLLABORATION WITH OTHERS:	"We work with other groups providing adult basic education programs in the community, we are coordinating and providing public information."
PLANS:	None indicated.
STUDENTS:	None indicated.

NATIONAL COUNCIL OF CHURCHES, DIVISION OF CHRISTIAN LIFE, SOUTHWEST
FIELD REPRESENTATIVE'S OFFICE, 1800 JACKSON STREET, GOLDEN, COLORADO 80401

DIRECTOR: Reverend Jack H. Alford (Southwest Area Field Representative)

ESTABLISHED: 1920 (present project was inaugurated in 1950).

MAJOR GOALS:

1. To give migrant people the opportunity for worship and Christian education;
2. To reduce agricultural migrants to a minimum;
3. To eliminate importation of labor;
4. To provide basic education and vocational training;
5. To work for improved living conditions, and better transportation facilities;
6. To eliminate legal exemptions in labor legislation and discrimination in health and welfare services.

ORGANIZATION: A co-operative agency of 31 Protestant and Orthodox Churches in the U.S.A. comprise the National Council of Churches. A basic professional and lay staff work with the General Assembly which consists of 875 persons elected or appointed by the member communions. The Division of Christian Life is one of the several divisions within the Council which engage in programs of Evangelism, Stewardship, and Community Development and serves on a regional basis such areas as Colorado, New Mexico, Nebraska, Utah and Wyoming; national affiliation.

STAFFING: A staff member is in charge of adult basic education program; "we develop programs, work with state-councils, and local committees, have full time, part time, volunteer and professionals"; use of volunteers; considers some training and a combination of training and teaching experience desirable for effective classroom instruction; agency undertakes both and pre-service and service training, (seminars, residential work shops, institutes, internships, community council experience and self-study); considers personal characteristics such as love of persons, open-mindedness, flexibility, sense of humor, personal discipline of time and talents as those which contribute most to effective instruction.

LOCATION AND FACILITIES: Business section, suburbs, residential area of city, rural areas, ski-resort, national park; church, school, library, YWCA, Red Cross, community and neighborhood center, migration labor camp, tents, and open-air classes under trees; partly classroom space, office space, work training areas, small tools instructional materials; mobile units are purchased, loaned, donated or rented.

LIMITING FACTORS:	A combination of factors such as funds, qualified teachers, information of community needs, interest of local school board, instructional materials, transportation of pupils are of major concern.
FUNDS:	"In some areas of operation in basic education both government as well as non-government funds are used; in most programs non-government funds are involved."
COLLABORATION WITH OTHERS:	Office of Economic Opportunity's Job Corp, Youth Corp, College Work Study, Public School - Title II-B, and Title III, Rural Loans, Small Business, Work Experience, Community Action Program: Migrant Workers, Indians, Aged, Consumer and Buyers' Education, VISTA.
PLANS:	To request more Title III B, Migrant Office of Economic Opportunity's involvement; to expand Community Action Program involvement; to inaugurate community development programs without government funding; to provide civil rights training, involving local church in retraining on social needs.
STUDENTS:	Thousands of students participating in each of the five states covered by the program.

YOUNG WOMEN'S CHRISTIAN ASSOCIATION

130 EAST KOWA, COLORADO SPRINGS, COLORADO 80902

DIRECTOR: Mrs. Ethel Joe Hellgran

ESTABLISHED: 1899, August

MAJOR GOALS: To build a fellowship of women and girls devoted to the task of realizing our common life those ideals of personal and social living to which we are committed by our faith as Christians.

ORGANIZATION: Executive staff; serves metropolitan area, national and international affiliation.

STAFFING: A staff member is in charge of adult basic education programs, five full-time staff, six part-time, paid workers, major use of volunteers; considers special preparation desirable to teach: In-service, selected course work in adult education; teacher certification not requested; agency provides both pre-service and in service training (residential workshops, community council experience, and speaker workshops); considers "personal interest in the individual" as the most important qualification which contribute most to effective instruction in adult basic education.

LOCATION AND FACILITIES: Business section, suburb, residential area, Church, YWCA, Red Cross, community and neighborhood center and at the home of students and teacher classroom space and work area are donated; instructional materials are agency purchased.

LIMITING FACTORS: Funds, teacher training personnel, transportation of pupils, and Baby-Sitting facilities are of some concern.

FUNDS: Private.

COLLABORATION: Office of Economic Opportunity's Jobs Corps, Parent Groups, Aged.

PLANS: To increase the teaching staff and establish a permanent library for adults with limited reading ability.

STUDENTS: Total 60: 24 female, 22 non-white, four between 18-26, 26 between 26-40, full time employed are four, part-time employed are 12.

CONNECTICUT

YOUNG WOMEN'S CHRISTIAN ASSOCIATION OF NEW HAVEN, CONNECTICUT
48 HOWE STREET, NEW HAVEN, CONNECTICUT 06511

DIRECTOR: Mrs. Frances Wiborg.

ESTABLISHED: 1880, November.

MAJOR GOALS: "The YWCA is a voluntary membership organization with a Christian purpose.... includes in its memberships women and girls from different economic, racial, religious, cultural and age groups... it develops programs and services which take into account the needs and concerns of its members in the changing community."

ORGANIZATION: Elected, incorporated, executive staff; city and metropolitan areas served; national, regional and international affiliations.

STAFFING: A full time, paid staff member is in charge of adult basic education programs; agency uses volunteer-teachers; considers special teacher preparation desirable to teach/lead adult basic education classes through in-service training, degree in education, selected course work in adult education and previous teaching experience; teacher certification not required; formal college preparation is desirable but not necessary; "some of our best teachers within our agency and in the city in this field have not been college trained;" provides pre-service and in-service training through internship and training sessions; volunteers are encouraged to develop new teaching methods and materials; considers "patience, willingness to develop new methods to suit the needs of students" essential in teaching of adults.

LOCATION AND FACILITIES: Business section served; facilities of voluntary organization used; classroom space is donated by the WYCA.

LIMITING FACTORS: None indicated.

FUNDS: Private.

COLLABORATION: Office of Economic Opportunity's Neighborhood Youth Corps, Job Corps, Public School Adult Basic Education Title II-B, Parent-Groups, Consumer and Buyers Education, VISTA.

PLANS: To continue providing facilities to local organizations in literacy activities; to identify and recruit adult students; to conduct periodic training for volunteer teachers.

STUDENT: Total 19: 16 women, six non-whites, six are full time employed, 13 are not seeking employment, one is seeking employment.

CONNECTICUT

SOCIAL ACTION DEPARTMENT OF THE DIOCESE OF BRIDGEPORT
389, KOSSUTH STREET, BRIDGEPORT, CONNECTICUT 06608

DIRECTOR:	Terrance Cooke, Economic Opportunity Program Rev. Louis A. DeProfior, Diocesan Director
ESTABLISHED:	Not indicated
MAJOR GOALS:	To coordinate Diocesan efforts in the social welfare field within the Docese of Bridgeport; to work in close cooperation with other established public and volunteer agencies throughout the country and to draw upon the professional services of other Diocesan departments such as Catholic Charities and the Diocesan School Office.
ORGANIZATION:	The Social Action Department was created by Bishop Curtis to coordinate social welfare efforts within the Diocese of Bridgeport; in adult basic education programs currently in operation, the responsibility for policy making and management rests with the agency with professional guidance of the Diocesan School Office; contemplated expansion of programs with the aid of anti-poverty funds will necessarily inject some degree of governmental regulation; county and State served; national affiliation.
STAFFING:	Agency has a full-time staff member in charge of programming; Office of Economic Opportunity programs are also coordinated through a full-time director.
LOCATION AND FACILITIES:	Adult basic education programs are conducted on a non-sectarian basis in several locations within the Diocese of Bridgeport; wherever possible locally donated facilities are used.
LIMITING FACTORS:	None indicated.
FUNDS:	Office of Economic Opportunity funding.
COLLABORATION:	Office of Economic Opportunity; works in close cooperation with other public and volunteer agencies through the country.
PLANS:	To continue existing programs and to inaugurate new literacy programs in the near future with the assistance of Anti-Poverty funds.
STUDENTS:	Adult basic education programs are aimed mainly at the Spanish-speaking population in each area; student enrollment not indicated; non-sectarian clientele.

FLORIDA

COMMUNITY ACTION FUND, INC., REGION 6, SUITE J
17430 SOUTH DIXIE HIGHWAY, PERRINE, FLORIDA

DIRECTOR: Roscoe C. Webb.

ESTABLISHED: 1944.

MAJOR GOALS: Community Action Fund operates a program in six regions in the State of Florida for the betterment of conditions of migrants and other seasonal agricultural workers and their families, to provide adult literacy classes, tutoring, youth education, day care, recreation citizenship education, community organization services; sanitation and housing development.

ORGANIZATION: Incorporated; State, county, city, regional and neighborhood are served.

STAFFING: A staff member in charge of adult basic education programs, one full-time paid worker, use of volunteers; considers special teacher preparation desirable for instruction through selected course work in adult education; teacher certification not required; formal college training not preferred over vocational training; does not provide pre-service or in-service training; considers sincerity as the characteristic which most contributes to effective instruction in adult basic education.

LOCATION AND FACILITIES: Suburbs, church, school, library, community and neighborhood centers are used; YWCA, and other facilities given by voluntary organizations; classroom, office space, small tools work training area, and instructional materials are donated.

LIMITING FACTORS: Funds, recruiting personnel, qualified teachers, instructional materials and transportation of pupils are of great concern; agency currently encountering difficulties and in procuring materials and teaching aids and location in terms of student convenience.

FUNDS: Private sources.

COLLABORATION: Neighborhood Youth Corps, Migrant Workers, VISTA.

PLANS: Expansion.

STUDENTS: Total 350: 250 females, 275 non-white, 250 between 18-25, 25 between 26-40, 75 are 40 and over, 50 from Public Assistance rolls, 275 employed full time, 25 are seeking employment.

FAMILY SERVICE ASSOCIATION, INC.
229 PLANT AVENUE, TAMPA, FLORIDA 33606

DIRECTOR: Mrs. Emily Dickinson.

ESTABLISHED: 1907, April.

MAJOR GOALS: To prevent family breakdown, and to preserve family life.

ORGANIZATION: Elected officers, executive staff; serves the county; national affiliation with the Family Service Association of America.

STAFFING: A staff member is in charge of adult basic education programs: six are full time, paid workers, both part-time and short time consultants are engaged; agency uses volunteers; considers special teacher preparation desirable for adult basic education instruction through in-service training, a degree in related discipline, teacher certification not required; pre-service and in-service training provided; institutes; considers "understanding, knowledge of subject, good personality, warmth, enthusiasm, creativity and good appearance" as those characteristics which contribute most to effective instruction in adult basic education.

LOCATION AND FACILITIES: Suburbs of city, rural areas served; coassrooms loaned.

LIMITING FACTORS: Funds, support at organizational level, personnel for teacher training are of great concern; recruiting personnel, and information concerning adult basic education needs of community are other concerns.

FUNDS: Greater amount of funding for continuing literacy programing is through government appropriations.

COLLABORATION: Parent-groups through PROJECT ENABLE, aged through foster grandparents.

PLANS: Continuing of Family Life Education programs and training of colunteers.

STUDENTS: Undetermined.

JEWISH VOCATIONAL SERVICE, INC.
5252 N. E. 2ND AVENUE, MIAMI, FLORIDA 33137

DIRECTOR: Dr. Michael Goodman.

ESTABLISHED: 1958, October.

MAJOR GOALS: To forward the vocational goals of adults of this community including such programs as educational vocational guidance and counselling; job placement for those who are unable to place themselves; rehabilitation workshop for work evaluation; development of work tolerance and research.

ORGANIZATION: Elected officers, incorporated; executive staff; State and county served; national, State, regional and international affiliations.

STAFFING: A staff member is indirectly responsible for adult basic education programs: 22 are paid, full-time workers, a group therapist and teacher employed on short term projects; considers special teacher preparation desirable for training to teach adult basic education through in-service training or a degree in education, selected course work in adult education, a degree in related discipline, or previous teaching experience at different levels; teacher certification not required; considers vocational education training for teachers more effective in this particular agency's operations; pre-service and in-service training not provided; "since the program is geared to the culturally deprived adults, who are mostly Negroes teacher must have a feeling of warmth towards the pupils."

LOCATION AND FACILITIES: Teaching is conducted within premises; all agency's facilities and equipment in adult basic education activities are either agency purchased, loaned, donated or rented.

LIMITING FACTORS: Funds, support at organizational level, general support by national agencies, information concerning adult basic education needs of the community, instructional materials, and transportation of pupils are of great concern; present difficulties include: seating, ventilation, transportation, materials, teaching aids, and air-conditioning.

FUNDS: Office of Economic Opportunity, State Department of Education, special grant under demonstration-research program.

COLLABORATION: Vocational Rehabilitation Administration, U.S. Social Security Administration.

PLANS: To involve the local county Board of Public Instruction to a much greater extent heretofore; to promote vocational training.

STUDENTS: Total 150: 75 are females, 100 non-white.

METHODIST COMMUNITY CENTER
2936 LIPPIA ROAD, JACKSONVILLE, FLORIDA 32208

DIRECTOR: David Whittlesey.

ESTABLISHED: 1961, May.

MAJOR GOALS: Incorporated, executive staff, serves the county; national affiliation.

STAFFING: Presently there is no staff member in charge of adult basic programs, but will employ one soon; three full-time paid workers, one part-time paid worker; considers special teacher preparation desirable to teach in adult basic education classes; in-service training, a degree in education; teacher certification not required; does not consider formal college preparation more to teach effective than vocational training in teaching basic adult education classes; plans to provide in-service training; considers the ability to related to the students as the quality which most contributes to effective instruction in adult basic education.

LOCATION AND FACILITIES: Suburbs, church, community and neighborhood centers are used; classroom and work training area are agency purchased.

LIMITING FACTORS: Funds, support at organizational level, interest of local school board are of great concern; others are personnel to recruit students qualified teachers, personnel for teacher-training; and transportation of pupils.

FUNDS: Private sources.

COLLABORATION: Office of Economic of Opportunity's Neighborhood Youth Corps, Parent-Groups, Consumer and Buyers' Education.

PLANS: Since agency's facilities are not adequate downtown, churches will provide assistance in inaugurating adult basic education programs this summer and fall.

STUDENTS: None indicated.

SENIOR CENTERS OF DADE COUNTY, INC.
450 S. 5TH. STREET, MIAMI, FLORIDA 33130

DIRECTOR: Marvin S. Schreiber, ACSW.

ESTABLISHED: 1961, January.

MAJOR GOALS: To promote independent living through creative leisure time services including group work, adult education, commuiity and volunteer services projects; to promote social and health services.

ORGANIZATION: Elected, incorporated, executive staff; serves county, city and metropolitan areas.

STAFFING: A staff member not specifically assigned to develop adult basic education activities; adult education instructors are assigned to the center by the Lindsey Hopkins Adult Education Center of the Dade County Board of Public Instruction; agency uses volunteers; considers special preparation desirable to teach adult basic education classes through in-service training, selected course work in adult education, a degree in related discipline, previous teaching experience at the adult level or with older people who have had no formal schooling; teacher certification is required; considers both formal college preparation and vocational training as contributory for preparing effective adult basic education teachers; agency provides both pre-service and in-service training; on-the-job training and supervision; "a genuine empathetic personality, acceptance of older people as they are, a belief that older people can learn, grow, and change, patience with slow learners, a warm and a pleasant disposition" are personal characteristics which most contribute to effective instruction in adult basic education.

LOCATION AND FACILITIES: Residential area, senior citizens center; classroom, office space, work area, small tools are donated instructional materials are agency purchased.

LIMITING FACTORS: Qualified teachers, instructional materials, transportation of pupils, are great concerns, related concerns are personnel to recruit students, personnel for teacher training, information concerning adult basic education needs of the community, and funds; agency is currently encountering difficulties in providing transportation to students and material and teaching aids.

FUNDS: Government.

COLLABORATION: With all of Office of Economic Opportunity's categories: Youth Programs, Adult Programs, Community Action and VISTA.

PLANS: To continue working with Lindsey Hopkins Adult Education Center; to obtain additional units of instruction for adult basic education programs.

STUDENTS: Total 15; non-white, ten females, ten from Public Assistance rolls.

SOUTH FLORIDA ECONOMIC OPPORTUNITY COUNCIL, INC.
1325 W. FLAGER STREET, MIAMI, FLORIDA

DIRECTOR:	Bryan O. Walsh.
ESTABLISHED:	1965, January.
MAJOR GOALS:	To plan and coordinate adult education activities of Catholic agencies and institutes cooperating with the Economic Opportunity Act, 1965.
ORGANIZATION:	Elected officers, incorporated, executive staff; region served.
STAFFING:	No staff members at present in charge of adult basic education programs; considers special teacher preparation desirable to teach adult basic education classes through in-service training, and a degree in related discipline.
LOCATION AND FACILITIES:	Not applicable.
LIMITING FACTORS:	Not applicable at the present time.
FUNDS:	Office of Economic Opportunity.
COLLABORATION:	Office of Economic Opportunity.
PLANS:	In the planning stages.
STUDENTS:	Not applicable at the present time.

GEORGIA

ATHENS COMMUNITY ADULT HIGH SCHOOL, INC.
134 PRINCE AVENUE, ATHENS, GEORGIA

DIRECTOR: Judge James Barrow, President.

ESTABLISHED: 1964, August.

MAJOR GOALS: To prepare students for the High School Equivalency examination.

ORGANIZATION: Elected officers; incorporated; executive staff; county, city served.

STAFFING: A staff member in charge of adult basic education programs: seven full time, paid, professional workers; agency uses specialists, consultants and volunteer teachers; regards special teacher preparation desirable to teach adult basic education classes through in-service training, a degree in related discipline; agency favors teaching experience at all levels; teacher certification not required; regards formal college preparation more effective than vocational training in agency's classroom instruction; pre-service and in-service training provided through institutes, internships; considers teacher's interest in students vital to effective instruction in adult basic education.

LOCATION FACILITIES: Business section; school premises utilized; classroom and work training area are loaned; office space is rented; small tools, and instructional materials are agency purchased.

LIMITING FACTORS: Funds, general support by national agencies, interest of local school board are agency's major concerns; of little concern are personnel to recruit students, qualified teachers, organizational support, teacher trainers, information concerning adult basic education needs of the community, instructional materials and transportation of pupils.

FUNDS: Government.

COLLABORATION: Office of Economic Opportunity, Adult Basic Education Program, Public School Adult Basic Education - Title II-B.

PLANS: To expand existing programs through Office of Economic Opportunity funding; to promote greater publicity for adult basic education activities.

STUDENTS: Total 160: 80 women, 90 non-white, 40 between 18-25, 60 between 26-40, 60 are 40 years and over, all are employed of whom 100 are on full time basis.

BAPTIST HOME MISSION BOARD
161 SPRING STREET, N.W., ATLANTA, GEORGIA 30303

DIRECTOR: Mildred Blankenship.

ESTABLISHED: 1845.

MAJOR GOALS: "The major goal of the Literacy Ministry is to teach the non-reading adult to read the Bible."

ORGANIZATION: Executive staff; National, regional, State, county, city and neighborhood served; national affiliation.

STAFFING: A staff member in charge of adult basic education programs: one full-time paid worker; agency uses volunteers; considers special teacher preparation desirable to teach in adult basic education classes; agency provides workshop training of 16-20 hours sessions to teacher volunteers, most of whom have had experience teaching at local Sunday schools; teacher certification not required; agency provides both pre-service and in-service training for teacher-volunteers through workshops of 16-20 hours in duration; "the teacher should never consider the non-reader inferior because of his handicap;" considers a "sense of mission, dedication, patience, and Christian maturity" as personal characteristics which are most contributory to effective instruction in adult basic education.

LOCATION AND FACILITIES: Churches or private homes used; teachers instruct one pupil at a time; in order to plan a mutually agreeable schedule the pupil and volunteer-teacher arrange a one-to-one routine of instruction.

LIMITING FACTORS: A lack of awareness in the general public to the needs of the disadvantaged.

FUNDS: Private sources.

COLLABORATION: Main purpose is to locate students, build up their self-confidence, and then direct them to what resources are available in the community; "we also attempt to reach the non-reader who may not qualify for the Office of Economic Opportunity programs; we have had students whose income is above those included by Office of Economic Opportunity."

PLANS: "To continue to educate churches to the needs of the adult non-reader and encourage them to engage in the Ministry."

STUDENTS: Since the purpose is primarily to stimulate, train, serve as a resource to local groups, no up-to-date information is kept on individual students. "We find we cannot over-burden our volunteers with detailed report writing."

BOARD OF WOMEN'S WORK OF THE PRESBYTERIAN CHURCH OF THE U.S.A.
341 PONCE DE LEON AVENUE, N.E., ATLANTA, GEORGIA 30308

DIRECTOR: Dr. Evelyn Green.

ESTABLISHED: 1912.

MAJOR GOALS: The education of the women in the area of personal faith, community and world-wide responsibility.

ORGANIZATION: Executive staff; region served; regional and national affiliations.

STAFFING: A staff member in charge of adult basic education programs; one full time worker, and one paid, part-time worker; agency uses volunteers; considers special teacher preparation desirable to teach able classes through in-service training, a degree in education, a degree in related discipline, selected course work in adult education, previous teaching experience at the secondary and college level; teacher certification not required; agency provides pre-service training through weekend seminars and summer conferences; considers "dependability and concern for others" as personal characteristics most contributory to effective instruction in adult basic education.

LOCATION AND FACILITIES: Business section and rural areas served; church, school, library premises are utilized.

LIMITING FACTORS: Personnel to recruit students, information concerning adult basic needs of the community, interest of local board are agency's great concerns.

FUNDS: Private sources.

COLLABORATION: Women in Community Services programs.

PLANS: "Adult literacy is one of a number of community projects in which we have given training and attempted to instruct women; we plan to continue this work and to follow up and strengthen the programs already started."

STUDENTS: None indicated.

CHATHAM COUNTY CRUSADE FOR VOTERS
405 EAST PERRY STREET, SAVANNAH, GEORGIA 31401

DIRECTOR:	Hosea Williams.
ESTABLISHED:	1960, January.
MAJOR GOALS:	Voter registration and political education for adults.
ORGANIZATION:	Elected officers, incorporated; regional, county and city served; national affiliation.
STAFFING:	A staff member in charge of adult basic education activities: six full time, paid, six paid consultants, on short term projects; agency uses volunteers; considers special teacher preparation desirable to teach adult basic education classes through in-service training, selected course work in adult education; teacher certification not required; agency provides both pre-service and in-service training through weekend seminars, community council experience; considers "patience, a desire to help the illiterate who are most sensitive about their inability to read and write," as qualities contributory to effective instruction in adult basic education.
LOCATION AND FACILITIES:	Residential and rural area served; church; classroom space is loaned; office space, work area are rented; instructional materials, mobile units, and small tools are agency purchased.
LIMITING FACTORS:	Personnel to recruit students, qualified teachers, support at organization level, personnel for teacher training, information on adult basic education needs of the community, instructional materials and transportation of pupils are great concerns; seating facilities and location in terms of student convenience are related problems.
FUNDS:	Private sources.
COLLABORATION:	To recruit more teachers and additional funds; "to encourage stimulate and motivate those who need adult basic education, but are hesitant about attending classes."
STUDENTS:	Total 84: 42 females, all non-white, 64 are 40 years and over, 56 from Public Assistance rolls, 18 are employed full time, none seeking employment.

EDUCATIONAL INSTITUTE FOR THE ADVANCEMENT OF MINORITY GROUPS, INC.

408 EAST HOOKER, FITZGERALD, GEORGIA.

DIRECTOR: Reverend F. R. Rowe.

ESTABLISHED: 1966, March.

MAJOR GOALS: "We are engaged in providing adult literacy education, on-the-job training, and consumer education."

ORGANIZATION: Elected officers; incorporated, executive staff. State, county and city served.

STAFFING: A staff member is in charge of adult basic education programs; agency uses volunteers; six full time, paid workers; considers special preparation desirable to teach Adult Basic Education classes: in-service training, previous teaching experience at the elementary level and public discussion groups, forums, panels and lectures; teacher certification not required for all phases of the program; considers vocational training has prepared more effective teachers than formal college preparation; agency provides both pre-service and in-service training; residential workshops, considers personal characteristics such as "ability to adapt patience and charm" essential qualities of adult basic education teachers.

LOCATION AND FACILITIES: Suburbs of city; community and neighborhood centers; classroom and work area rented; instructional materials are agency purchased.

LIMITING FACTORS: Recruiting personnel, qualified teachers, personnel for teacher training, interest of local school board, transportation of pupils of great concern; other concerns are general support by national agencies, information concerning adult basic education needs of the community and instructional materials; ventilation is one of the current difficulties in program operations.

FUNDS: Private sources.

COLLABORATION: Office of Economic Opportunity Parent-Groups, Migrant Workers, and Consumer and Buyers' Education.

PLANS: To build a school to carry on the adult basic education activities in the South.

STUDENTS: Total 75: 50 are between 26-40 years of age, all non-white.

SOUTHERN CHRISTIAN LEADERSHIP CONFERENCE
334 AUBURN AVENUE, N.E., ATLANTA, GEORGIA 30303

DIRECTOR:	Dr. Robert Lee Green
ESTABLISHED:	1957, March.
MAJOR GOALS:	"To organize and maintain Christian guidance; to assist in developing Christian leadership in the South and in the Nation; to work with national, State, and local agencies in the attainment of interracial unity, harmony, understanding and opportunity."
ORGANIZATION:	Executive staff; State, region, county, city served.
STAFFING:	A staff member in charge of adult basic education program: five full time, paid- workers, 25 part-time paid workers, and 12 consultants employed for short-term projects; agency uses volunteers; considers special teacher preparation desirable to teach adult basic education classes through in-service training, a degree in education; teacher certification not required; formal college preparation nor vocational training is considered effective for classroom instruction; agency undertakes both pre-service and in-service training; weekend seminars, residential workshops; considers the "capabilities of those who simply read well aloud and write legibly and having an attitude of wanting to find out the necessary information to communicate with others" as those which contribute most to effective instruction.
LOCATION AND FACILITIES:	Business section suburbs, residential and rural areas served; church, school, library, community and neighborhood centers utilized; small tools and instructional materials are agency purchased; classroom, office space, work training area, and mobile units are rented.
LIMITING FACTORS:	Qualified teachers, support at organizational level, information concerning adult basic education needs of the community are agency's concern.
FUNDS:	Private sources.

COLLABORATION: Office of Economic Opportunity, Adult Basic Education, Rural Loans, Small Business, Work Experience, Parent-Groups, Migrant Workers, Aged, and Consumer and Buyers' Education.

PLANS: "To change the curriculum in line with the trends of the time; to teach reading and writing where needed but to put specific work on political education."

STUDENTS: Total 1850: 1400 females, all non-white, 100 between 18-26, 1000 between 26-40, and 750 are 40 and over, 450 are seeking employment.

HAWAII

AIEA COMMUNITY ACTION PROGRAM
105 POPE, AIEA, HAWAII 96701

DIRECTOR: Mrs. Ruby Hargraves.

ESTABLISHED: 1965, September.

MAJOR GOALS: To help people to help themselves in raising their educational and economic standards.

ORGANIZATION: Executive staff; State, city, neighborhood served; State affiliation.

STAFFING: Eight full time staff members, 22 part time; agency does not use volunteer teachers; considers special teacher preparation desirable to teach/lead adult basic education classes through a degree in education selected course work in adult education or previous teaching experience; teacher certification is required; agency has employed only college prepared teachers; considers personal characteristics such as sincerity, patience and understanding adult needs as essential to effective instruction in adult basic education.

LOCATION AND FACILITIES: Community and neighborhood centers are utilized; classroom and office space are retned; instructional materials used are donated.

LIMITING FACTORS: Qualified teachers are agency's major concern.

FUNDS: State government.

COLLABORATION: Office of Economic Opportunity's Job Corps, Neighborhood Youth Corps, Public School Adult Basic Education - Title II-B, Parent Groups, Consumer and Buyers Education.

PLANS: None indicated.

STUDENTS: Total 112: 101 non-white, 97 women, 11 are from Public Assistance rolls, 20 are between 18-25, 53 are between 26-40, 39 are 40 years and over, 25 are employed of whom 15 are on full time basis, 10 are seeking employment.

PALAMA SETTLEMENT
810 NORTH VINEYARD, HONOLULU, HAWAII 16813

DIRECTOR: Lorin T. Gill.

ESTABLISHED: 1906, June.

MAJOR GOALS: Coordinated groupwork, recreational, individual and family activities and community development.

ORGANIZATION: Elected, incorporated, executive staff; city served; national affiliation.

STAFFING: No staff member in charge of adult basic education programs, two consultants, paid on short-term projects; considers special teacher preparation desirable to teach adult basic education programs through in-service, a degree in related field, selected course work in adult education; teacher certification not required; considers college educated teachers as more systematic in their work; agency conducts pre-service training only through orientation meetings, ten hours in duration; considers "a liking for people, a desire to help, enthusiasm, self-confidence, infectious energy, and a readiness to put in extra time for preparation" as most essential for adult basic education instruction.

LOCATION AND FACILITIES: Residential area of city, apartment district served; community and neighborhood center, meeting room in a public housing facility; classroom, small tools, and instructional materials are donated, work area is loaned and rented.

LIMITING FACTORS: Qualified teachers, personnel for teacher training, baby-sitting problems, recruiting personnel, instructional materials are of great concern; other related concerns are seating, lighting, materials and teaching aids, working with different racial and language speaking groups, and transportation of pupils.

FUNDS: Government.

COLLABORATION: Office of Economic Opportunity Job Corps, Neighborhood Youth Corps, Public School Adult Basic Education, Title II-B and Title II-A, Community Action Programs.

PLANS: "Continue to press State's Adult Education Division to recognize the necessity to evaluate needs, to assess objectives and approaches to "meaningful" adult basic education programs; to develop discussion type problem-oriented subjects; to paly down the emphasis on high-school oriented subject."

STUDENTS: Total 100: 95 percent Hawaiian, 40 females, 60 between 26-40, 40 are 40 years of age and over, 38 are full time employed, three are seeking employment (mostly housewives).

ILLINOIS

AFL-CIO COMMUNITY SERVICES COMMITTEE
730 EAST VINE, BOX 316, SPRINGFIELD, ILLINOIS 62705

DIRECTOR: William A. Wieties, AFL-CIO Staff Representative.

ESTABLISHED: Date not indicated.

MAJOR GOALS: To develop programs through labor and social agencies; to sponsor union counselor training courses and institutes to acquaint members of services available in the community; to provide representation on community board of directors, and committees; to sponsor counsellor training, pre-retirement planning courses.

ORGANIZATION: Members of committee are appointed by the Springfield, Trades and Labor Council, which is affiliated with the State and national AFL-CIO organizations; county and city served.

STAFFING: A staff member is in charge of adult basic education programs whose responsibility is to secure professional assistance from specialists and consultants on various adult basic education activities; agency uses volunteers.

LOCATION AND FACILITIES: None indicated.

LIMITING FACTORS: None indicated.

FUNDS: Private.

COLLABORATION: Agency staff members serve on the board of directors of the Community Action Program; Head Start, and Neighborhood Youth Corps.

PLANS: To conduct more counsel or courses ranging from 6-10 weeks duration.

STUDENTS: None indicated since agency does not directly conduct literacy classes.

AMERICAN LIBRARY ASSOCIATION
50 EAST HURON STREET, CHICAGO, ILLINOIS 60611

DIRECTOR:	Miss Eleanor Phinney, Executive Secretary, Adult Services.
ESTABLISHED:	Information not given.
MAJOR GOALS:	"To stimulate libraries to provide supportive services in adult basic education; provides consultative services to the library services to help them do so; preparing lists of instructional materials to be used in literacy education; providing training for members."
ORGANIZATION:	Elected officers, executive staff; nation, State, county, city, region served; numerous branches affiliated with the parent body.
STAFFING:	A staff member is in charge of adult basic education programs Adult Services Division, supported by a Committee on Reading Improvement for Adults, and other units of the agency; agency provides in-service training to its staff members; volunteers are used at the State and local levels and are provided consultative services periodically.
LOCATION AND FACILITIES:	Local library facilities are used throughout the country; most of the facilities and equipment used in adult basic education are agency purchased or donated; schools, churches used.
LIMITING FACTORS:	Vary within the operations of libraries at the local level.
FUNDS:	Private sources.
COLLABORATION:	With other educational and community organizations.
PLANS:	Vary at the local level.
STUDENTS:	Agency is primarily engaged in providing co-ordination, consultation, research, inauguration of pilot projects and dissemination of information concerning library work throughout the country.

CENTRAL Y.M.C.A. COMMUNITY COLLEGE
19 S. LA SALLE STREET, CHICAGO, ILLINOIS 60603

DIRECTOR: Dr. Donald A. Carr

ESTABLISHED: 1857

MAJOR GOALS: Similar to those of the YMCA of Metro Chicago.

ORGANIZATION: Elected officers, executive staff; metropolitan areas served; national, State and international affiliations.

STAFFING: A staff member is in charge of adult basic education programs: 15 full-time, paid worker, three part-time paid workers; agency considers special teacher preparation desirable to teach or lead adult basic education classes: a combination of in-service training, a degree in education, a degree in related discipline, selected course work in adult education, previous teaching experience is considered desirable; teacher certification not required, but most agency's teachers are certified; considers formal college preparation more effective than on-the-job training for classroom instruction; personal characteristics such as empathy, patience, tolerance, ability to stimulate and motivate, learning, perception of student needs are considered essential to effective instruction in adult basic education.

LOCATION AND FACILITIES: Business section served; school and Y.M.C.A. facilities are utilized; facilities and equipment used in adult literacy program are agency owned.

LIMITING FACTORS: Paucity of funds is a major concern; of some concern are recruiting personnel, interest of local school board, instructional materials; factors such as qualified teachers, organizational and national agencies' support; information concerning adult basic education needs of the community, and transportation of pupils.

FUNDS: Private.

COLLABORATION: Neighborhood Youth Corps, College Work Study, Aged: Special scholarship for those over 60 years of age.

PLANS: To double the number of those participants in the programs with five year to provide and assist in re-training activities organized by government and non-governmental agencies; to experiment with new approaches in teaching of adult basic education.

STUDENTS: Total 430: 280 men, 190 between 18-25, 180 between 40 years and over, 180 are employed of whom 90 are part time employed.

CHICAGO BAPTIST INSTITUTE
5120 SOUTH PARKWAY, CHICAGO, ILLINOIS 60615

DIRECTOR:	Reverend Robert C. Wallace
ESTABLISHED:	1935, September.
MAJOR GOALS:	To provide training of ministerial and lay readers of churches in all Christian vocations; improve homemaking skills; cultivate new career opportunities.
ORGANIZATION:	Elected officers, incorporated, executive staff; midwest region served; national and State affiliation with American Baptist Convention and with five Baptist State Conventions.
STAFFING:	A staff member is in charge of adult basic education programs; 22 are part time, paid, three are provided by the local board of education for literacy classes; considers a degree in education, previous teaching experience desirable; teaching experience desirable; teaching experience at the secondary or college level in subjects such as religious education, theology, arts and crafts, music and drama is recommended; teacher certification is required; formal college preparation and experience have proved effective for teacher preparation for agency's classroom instruction; in-service training for teacher-volunteers is provided through institutes and self-study; "adequate academic background, resourcefulness and imagination, winning personality, dedication and clear sense of direction" are considered essential for effective instruction in adult basic education.
LOCATION AND FACILITIES:	Residential area of city served; school premises used; facilities and equipment used in adult basic education such as classroom, office space, work training area, small tools, instructional materials and audio-visual aids are agency owned.
LIMITING FACTORS:	Funds, student recruitment are agency's major concern; of some concern are factors such as personnel to recruit students, qualified teachers, organizational and national agencies' support, teacher trainers, information concerning adult basic education needs of the community and interest of local school board; paucity of funds is current difficulty in erecting an 18-story housing project.

FUNDS: Private sources.

COLLABORATION: Host to Office of Economic Opportunity's Youth training program.

PLANS: "To continue elementary studies classes for adults; to provide preparation for high school equivalency tests; to expand current adult basic education activities and subsequently integrate these with the regular program."

STUDENTS: Total 251: 147 women, 249 non-white, 160 are 40 years of age and over, 89 are between 26-40, all are employed of whom 181 are full time employed.

CHICAGO COMMISSION ON HUMAN RELATIONS - MAYOR'S COMMITTEE ON NEW RESIDENTS
211 WEST WACKER STREET, CHICAGO, ILLINOIS 60606

DIRECTOR: Edward Marciniak

ESTABLISHED: 1957, June.

MAJOR GOALS: To improve human relations through building lines of communication between various ethnic and racial groups; to improve opportunities for education, employment of minority groups, and to increase the availability of decent, non-segregated housing; to assist industries in developing an "in-plant" basic courses in adult literacy education for their employees.

ORGANIZATION: Executive staff appointed by the Mayor in cooperation with a Commission composed of private citizens; city served.

STAFFING: A staff member is in charge of adult basic education activities; eight are full time, paid workers; agency uses volunteers; considers special teacher preparation desirable through in-service training; a degree in education, previous teaching experience are considered important; teacher certification not required; formal college preparation has proved more effective than vocational training in classroom instruction; agency conducts both pre-service and in-service training through conferences with a professional educational advisor; characteristics such as an ability to understand background of the culturally deprived, a genuine concern to help student develop his own ability to learn and make decisions"are considered essential to effective instruction in adult basic education.

LOCATION AND FACILITIES: Business section, residential area of the city cornered; church, school, library and facilities belonging to other organizations used; agency's staff works with other local agencies to stimulate and strengthen adult basic education programs through providing organizational assistance staff, training facilities and teaching materials; facilities of the agency involved are utilized.

LIMITING FACTORS: Interest of local school board, instructional materials are major concerns; personnel to recruit students, qualified teachers, transportation of pupils are some concern; organizational and national agencies' support, information concerning adult basic education needs of the community are of little concern to the agency; current difficulties are in terms of materials and teaching aids.

FUNDS: Government; the mayor's committee is an agency of the city of Chicago.

COLLABORATION: Agency conducted a survey of volunteer tutoring programs for the Chicago Office of Urban Opportunity.

PLANS: To expand educational programs in "in-plant" literacy training; to allocate half the time of a professional staff person to the development of adult supplementary education using volunteer-teachers.

STUDENT: Total 800: 60% are Negro, 20% Latin, 20% are white.

CHICAGO BRANCH OF THE NATIONAL ASSOCIATION FOR THE ADVANCEMENT OF COLORED PEOPLE
431 SOUTH DEARBORN STREET, CHICAGO, ILLINOIS 60605

DIRECTOR: Carl A. Fuqua

ESTABLISHED: 1909.

MAJOR GOALS: Informatinn not given.

ORGANIZATION: Elected officers, executive staff; city served; national affiliation.

STAFFING: No staff member is in charge of adult basic education programs; six full-time, paid workers, one part-time, and three consultants, paid, for short-term projects; considers special teacher preparation desirable to teach in adult basic education programs: in-service training, selected coursework in adult education; agency uses volunteers; conducts pre-service and in-service training: institutes, and community council experience; personal characteristics such as "commitment, a sense of identification with the culturally deprived, and a competence which goes beyond theory to personal rapport" most contributory to effective instruction in adult basic education.

LOCATION AND FACILITIES: Residential area of city; church and facilities of voluntary organizations such as the YWCA, Red Cross; agency's facilities and equipment used in adult basic education such as classroom space, work area, small tools, instructional materials, mobile units are donated.

LIMITING FACTORS: Qualified teachers, support at organizational level, information concerning adult basic education needs of the community, interest of local school board, instructional materials are of major concern; other related concerns are teacher training personnel, support by national agencies, and transportation of pupils.

FUNDS: Private.

COLLABORATION: Information not given.

PLANS: Extension of present program when funds are available.

STUDENTS: Information not given.

COOPERATIVE LEAGUE OF THE U.S.A.
59 E. VAN BUREN, CHICAGO, ILLINOIS 60605

DIRECTOR: Jerry Voorhis

ESTABLISHED: 1916.

MAJOR GOALS: Information not given.

ORGANIZATION: Elected, incorporated, executive staff; national, State, county, city, regional metropolitan and international areas served; national, and international affiliation.

STAFFING: A staff member is in charge of adult basic education programs; two are full-time paid, three are paid, part-time workers, and seven are consultants engaged on short-term projects; agency uses volunteers; considers special teacher preparation desirable to teach adult basic education: in-service training, a degree in related discipline, selected course work in adult education and previous teaching experience at the elementary, secondary college or at the adult "domestic" level; teacher certification not required; does not consider formal college preparation more effective in teacher preparation than vocational training; agency provides both pre-service and in-service training: weekend seminars, residential workshops, institutes, internships, community council experience, and experience at the International Cooperative Center; sensitivity and cultural understanding of immediate envirnoment are most essential.

LOCATION AND FACILITIES: Business section, suburbs, residential and rural areas, foreign lands, church, school, library, facilities of other voluntary organizations, community and neighborhood center; agency's facilities and equipment used in adult basic education such as classrooms, office space, work area, mobile unit, small tools and instructional materials are agency purchased, loaned, donated or rented.

LIMITING FACTORS: Funds, personnel for teacher training, support by national agencies, information concerning adult basic education needs of the community, interest of local school board, instructional materials are major concerns, others are personnel to recruit students, and qualified teachers.

FUNDS: Literacy program receives government appropriations; funds for continuing literacy programs are derived from Office of Economic Opportunity as well as from Cooperative Foundation (private).

COLLABORATION: Office of Economic Opportunity's Job Corps, Neighborhood Youth Corp, Adult Basic Education - Title II-B, Parent Groups, Migrant workers, Indians, Aged, Consumer and Buyers Education, VISTA.

PLANS: Secure, funds, facilities and instructional materials; continue and advance present projects; continue research in social studies; careers and plan.

STUDENTS: Information not available.

THE GOVERNOR'S COMMITTEE ON LITERACY AND LEARNING
ILLINOIS AREA COUNCIL OF THE NATIONAL COUNCIL OF THE YMCA
19 S. LA SALLE STREET, CHICAGO, ILLINOIS 60603

DIRECTOR: Peter C. Lewis

ESTABLISHED: 1963, April.

MAJOR GOALS: To promote, through publications, conferences, experimental educational programs; to serve as an advisory and consultative agency in the area of adult basic education.

ORGANIZATION: Executive staff; national and State served; State affiliation with the Illinois Area Council of the Y.M.C.A.

STAFFING: A staff member is in charge of adult basic education activities; one full-time paid worker; agency considers special teacher preparation desirable to teach or lead adult basic education classes: in-service training is considered desirable; teacher certification not required.

NOTE: Agency primarily serves in a consultative capacity in literacy education hence does not administer or sponsor classes in adult basic education.

THE ILLINOIS MIGRANT COUNCIL
100 W. ADAMS STREET, SPRINGFIELD, ILLINOIS 62704

DIRECTOR: The Reverend Fay H. Smith (Board Chairman).

ESTABLISHED: 1966, March.

MAJOR GOALS: The Council is designed to organize, plan, initiate, and coordinate public or privately sponsored programs which concern the specific problems, needs of resident, non-resident migrant, and ex-migrant workers who pass through or are employed in the State of Illinois in agriculture, industry, commerce, domestic service, or are unemployed. Adult literacy is one of the major concerns.

ORGANIZATION: Elected, incorporated, State served.

STAFFING: Since the program is not yet in operation, complete account of the staffing requirements cannot be made at this point; a staff member will be solely reponsible for adult basic education activities; considers special teacher preparation desirable to engage in adult basic education instruction: in-service training is considered adequate to begin with.

LOCATION AND FACILITIES: Information not given.

LIMITING FACTORS: Information not given.

FUNDS: Information not given.

COLLABORATION: Information not given.

PLANS: Information not given.

STUDENTS: Information not given.

LAWSON YOUNG MENS CHRISTIAN ASSOCIATION
30 WEST CHICAGO, CHICAGO, ILLINOIS 60610

DIRECTOR: Emerson Thomas

ESTABLISHED: 1844, June.

MAJOR GOALS: Character development, good citizenship, good health and physical fitness.

ORGANIZATION: Executive staff; neighborhood served; national and international affiliation.

STAFFING: A staff member is not in charge of adult basic education activities; one is a part-time paid worker; considers special teacher preparation desirable to teach in adult basic education: selected course work in adult education; teacher certification not required; agency uses volunteers; both pre-service and in-service training are provided: institutes; personal characteristics such as a pleasant warm, outgoing personality, and a genuine desire to serve others are those which contribute to effective instruction in adult basic education.

LOCATION AND FACILITIES: Business section, facilities of the YMCA; classroom space and office space are loaned, instructional materials are agency purchased.

LIMITING FACTORS: Personnel to recruit students, instructional materials and teaching aids, qualified teachers, personnel for teacher training, information concerning adult basic education needs of the community are major concerns; agency considers support at organizational level, support of national organizations, interest of local school board and transportation of pupils as those which are of little concern.

FUNDS: Private.

COLLABORATION: Office of Economic Opportunity's Job Corps and College Work Study Program.

PLANS: Expand existing tutoring program to several sites in the community.

STUDENTS: Total 30: 18 women, nine are between 18-25, 21 are between 26-40, all are employed.

LORETTO ADULT EDUCATION CENTER
1447 EAST 65th STREET, CHICAGO, ILLINOIS 60637

DIRECTOR:	Sister M. Peter Claver.
ESTABLISHED:	1964, January.
MAJOR GOALS:	To provide the under-educated adult achieve fundamental academic skills in order to enable them to be permanently employable, have greater self-esteem, develop indigenous leadership and participate with ease in an urban society.
ORGANIZATION:	Incorporated: serves the urban neighborhood; national affiliation.
STAFFING:	A staff member in charge of adult basic education programs: three are full time, paid, and ten are part-time consultants on short-term projects engaged on a voluntary basis; use of volunteers; considers special teacher preparation desirable to teach adult basic education programs a degree in related discipline, selected course work in adult education, previous teaching experience at the elementary or the secondary levels; teacher certification is required; considers formal college preparation more effective than vocational training preparation for teaching adult basic education classes; agency conducts in-service training under the supervision of three graduate teachers; considers personal characteristic such as the ability to have an adult-to-adult relationship with the student a dynamic approach to instruction; "the non-reader must be treated gently" a familiarity with the subject matter are those which most contribute to effective adult basic education.
LOCATION AND FACILITIES	Residential area of the city; school building; office space, classroom, and work area are donated, instructional materials are agency purchased, audio visual materials are rented.
LIMITING FACTORS:	Funds, general support by national agencies, personnel for teacher training, instructional materials are major concerns, other related concerns are personnel to recruit students, qualified teachers, information on adult basic education needs of the community, interest of local school board, main current difficulty is inadequacy of operating funds the program is funded on a monthly basis which restricts continuity in planning.

FUNDS: Office of Economic Opportunity on a monthly basis.

COLLABORATION: Neighborhood Youth Corps, Consumer and Buyers Education.

PLANS: To inaugurate ten centers for adult basic education when funds are made available.

STUDENTS: Total 92: 70 females, 90 are non-white, 35 are between 18-29, 23 are between 30-39, and 27 are 40 and over, 18 are from Public Assistance rolls.

MARCY CENTER
1539 SOUTH SPRINGFIELD AVENUE, CHICAGO, ILLINOIS 60623

DIRECTOR: Hazzard F. Parks

ESTABLISHED: 1883

MAJOR GOALS: Information not given.

ORGANIZATION Incorporated, executive staff, city and neighborhood, inner-city served; national affiliation.

STAFFING: A staff member is in charge of adult basic education programs; does not use volunteers; one full-time, paid worker, two part-time paid workers, and four special consultants on short-term projects; considers special teacher training desirable for adult basic education instruction: a degree in education, previous teaching experience; agency has a training program in cooperation with the Board of Education of the City of Chicago; teacher certification is required; in some instances formal college preparation is considered desirable but in instances where home-making and family life subjects are introduced, vocational training is considered essential; teachers must be pleasant, patient and willing to devote individual attention to students.

LOCATION AND FACILITIES: Residential area of city, inner city; community and neighborhood center; some materials are loaned by the Board of Education; others are donated by the agency to the students; agency owns the building.

LIMITING FACTORS: Personnel to recruit students, qualified teacher, personnel for teacher training, information concerning adult basic education needs of the community, interest of local school board are major concerns, other related concerns are seating, lighting, materials and teaching aids, room space and adequate desk facilities.

FUNDS: Private.

COLLABORATION: Office of Economic Opportunity's Neighborhood Youth Corps, consumer and buyers' education program.

PLANS: Develop short-term as well as long-term adult literacy projects.

STUDENTS: Total 65: 45 females, 54 are between 26-40, five are 40 and over, figures for students enrolled in short-term courses are not included above.

MAYER KAPLAN SENIOR ADULT CENTER
3003 W. TOUHY AVENUE, CHICAGO, ILLINOIS 60645

DIRECTOR: William Siegal

ESTABLISHED: 1960, October

MAJOR GOALS: Education for good citizenship in a democratic society. Recreation for constructive use of leisure time; to afford opportunity for individual growth and development.

ORGANIZATION: Elected officers, executive staff; city and neighborhood served; national affiliation.

STAFFING: A staff member is in charge of adult basic education programs: three are full-time paid, nine are part-time paid; agency does not use volunteers; considers special teacher preparation desirable to teach in adult basic education classes: in-service training, a degree in education, a degree in related discipline, previous teaching experience at the secondary or college level; teacher certification is not required; considers the subject matter taught as the determining factor in evaluating the effectiveness of a teacher in adult basic education: "if an older person is qualified to teach, we pay for his services"; a teacher must be sensitive to the needs of older people in order to be effective in adult basic education.

LOCATION AND FACILITIES: Residential area of city; facilities of other voluntary organizations as well as agency; classroom space, office facilities, and instructional materials are agency purchased.

LIMITING FACTORS: Agency is currently encoutering difficulty in terms of transportation of pupils.

COLLABORATION: Information not given.

FUNDS: Private.

PLANS: To cover as broad an area of subject matter as our budget will permit; hopefully at some future date, we may be able to interest the junior colleges to inaugurate classes for adults.

STUDENTS: Total 159: 66 are women, all white; 15 are part-time employed.

NATIONAL DIARY COUNCIL
111 NORTH CANAL STREET, CHICAGO, ILLINOIS 60606

DIRECTOR:	Milton Hult, President
ESTABLISHED:	1915, April
MAJOR GOALS:	The purpose is to promote optimum health and human welfare through adequate use of milk and its products in accord with scientific recommendations, and thus contribute to a more secure American Agriculture.
ORGANIZATION:	Elected officers, incorporated, executive staff; national, State, county, city, regional and metropolitan areas served.
STAFFING:	A staff member is in charge of adult basic education; one full-time, paid, 150 part-time paid consultants, affiliates; considers special teacher preparation desirable to teach adult basic education classes: in-service training, a degree in education desirable, selected course work in adult education, previous teaching experience at the secondary and college level; agency works with instructors who are responsible for supplying teacher aids; considers formal college preparation more effective than vocational preparation of teachers of adult basic education activities; does not undertake pre-service or in-service courses; considers personal characteristics such as love of people, desire to teach, patience, and unbiased and cooperative attitude as those essential in adult basic education instruction.
LOCATION AND FACILITIES:	Rural areas (extension classes); church, school, facilities of other voluntary organizations such as the YMCA, Red Cross, community and Neighborhood centers; all agency's facilities and equipment used in adult basic education such as classroom and office space, work area, small tools, instructional materials, mobile units are loaned.
LIMITING FACTORS:	Personnel for teacher training, support by national organizations, information concerning adult basic education needs of the community are of major concerns, other related concerns are qualified teachers, support at organizational level, interest of local school board, instructional materials and location in terms of student convenience.
FUNDS:	Private.

COLLABORATION: Public School Adult Basic - Title II-B, Head Start, and Community Action: Parent-Groups, Migrant workers, Indians, Aged, Consumer and Buyers Education Programs.

PLANS: To cooperate, whever possible, with both government as well as non-government organizations involved in adult basic education programs.

SOUTH CHICAGO COMMUNITY CENTER
9135 SOUTH BRANDON, CHICAGO, ILLINOIS 60617

DIRECTOR:	Mrs. Barbara Lewis King
ESTABLISHED:	1924, October
MAJOR GOALS:	None indicated.
ORGANIZATION:	Elected officers, incorporated, executive staff; city and neighborhood served; national, regional and State affiliations.
STAFFING:	An agency staff member in charge of adult basic education programs: two are full-time paid workers, two are part-time, paid, and four are consultants employed on short-term projects; agency considers special teacher preparation desirable to teach or lead adult basic education classes through in-service training, a degree in education or related discipline, selected course work in adult education and teaching experience at different school levels; teacher certification is required; indicates that most effective teachers in classroom instruction have been those with college training; agency uses volunteer teachers; pre-service and in-service training is provided through weekend seminars, community council experience and selfstudy; personal characteristics such as "warmth, sensitivity, sense of responsibility, friendliness, knowledge of cultural backgrounds of students, and training" are considered as those which contribute to effective instruction in adult basic education.
LOCATION AND FACILITIES:	Residential area; church, school, community and neighborhood centers are used; classroom, office, work training area, small tools are donated; instructional materials are partly agency purchased and donated.
LIMITING FACTORS:	Funds, recruiting personnel, qualified teachers, teacher trainers, information concerning adult basic education needs of the community, interest of local school board, instructional materials, transportation of pupils are agency's major concerns; current operating difficulties are transportation and instructional materials.
FUNDS:	Government and non-government funds are being utilized.
PLANS:	To provide typing classes; to secure employment for students; to conduct health fairs.
STUDENTS:	Total 19: 15 women, ten non-white, 14 between 26-40 years of age.

YOUNG WOMEN'S CHRISTIAN ASSOCIATION - McCORMIC CENTER
1001 N. DEARBORN STREET, CHICAGO, ILLINOIS 60610

DIRECTOR:	Mrs. Dorothy Manozzi
ESTABLISHED:	1876, November
MAJOR GOALS:	To build a fellowship of women and girls devoted to the task of realizing in our common life those ideals of personal and social living to which we are commited by out Faith as Christians.
ORGANIZATION:	Elected, incorporated, executive staff; neighborhood and metropolitan areas served; national and international affiliation.
STAFFING:	A staff member is in charge of adult basic education programs: one full-time paid worker; volunteers are not used as teachers. The current program is jointly sponsored by the Board of Education of Chicago which provides the teachers; considers special preparation desirable to teach adult basic education: a degree in education, selected course work in adult education, previous teaching experience; teacher certification is required; considers formal college preparation more effective in teacher preparation for adult education; does not undertake pre-service or in-service training; genuine interest and understanding of adults seeking or needing education are essential to effective instruction of adults.
LOCATION AND FACILITIES:	Residential area of city; facilities of voluntary organizations such as the YWCA, Red Cross and neighborhood and community organizations; classroom space is donated.
LIMITING FACTORS:	Funds, personnel to recruit students, personnel for teacher training,support by national agencies, information of adult basic education needs of the community are major concerns, other related concerns are personnel, interest of local school board, transportation of pupils.
FUNDS:	Private.
COLLABORATION:	Neighborhood Youth Corps.
PLANS:	As need arises we would hope to develop in the future a broader program for adult basic education.
STUDENTS:	Total 25: 20 women, ten are non-white, ten are full-time employed, and ten are employed part-time, 15 are between 18-25, ten are between 26-50, years of age.

YOUNG WOMEN'S CHRISTIAN ASSOCIATION'S ADULT LITERACY PROJECT
421 EAST JACKSON, SPRINGFIELD, ILLINOIS 62701

DIRECTOR: Mrs. Ione J. Cope

ESTABLISHED: 1909, May

MAJOR GOALS: To conduct activities for women and girls to foster education, recreation, culture, and social attitudes.

ORGANIZATION: Elected officers, incorporated, executive staff; national, city, region, neighborhood, metropolitan areas served; national, regional, international affiliation.

STAFFING: A staff member is in charge of adult basic education programs: one full-time paid worker; agency uses volunteer teachers as aides; considers special teacher preparation desirable to teach or lead adult basic education classes: a degree in related discipline, previous teaching experience at the adult level; teacher certification is required; agency considers formal college preparation more effective than vocation training for classroom instruction; pre-service training is provided through community council experience and informal work session; teachers must recognize that some "un-learning" must proceed before new learning can take place.

LOCATION AND FACILITIES: Business section covered; facilities of the Y.W.C.A. are used; classroom, office space, work training area, are donated; small equipment such as blackboards are loaned by the School Board; instructional materials are loaned by the School District.

LIMITING FACTORS: Personnel to recruit students, support at organizational level; personnel for teacher training, instructional materials, transportation of pupils and methodology of teaching adults are agency's major concern; qualified teachers, interest oflocal school board are of some concern to the agency; current operational difficulties are materials, teaching aids, and location in terms of student convenience.

FUNDS: Private.

COLLABORATION: Office of Economic Opportunity's Neighborhood Youth Corps, local T.V. Station.

PLANS: To continue expansion of existing facilities with the local public school programs for adult basic education activities; to recruit students; to provide space and equipment to community organizations involved in adult literacy activities; to sponsor T.V.'s Operation Alphabet Program.

INDIANA

THE AMERICAN LEGION
BOX 1055, INDIANAPOLIS, INDIANA 46206

DIRECTOR: J. E. Weigand, (Education and Scholarship Program)

ESTABLISHED: 1919, August.

MAJOR GOALS: Strengthening the American heritage through programs of local cooperative action.

ORGANIZATION: Elected officers, incorporated, national, State, county, city served; national affiliation.

STAFFING: A staff member is in charge of adult basic education programs; full time and paid workers; agency uses volunteers; considers special teacher preparation desirable to teach adult basic education; teacher certification required.

LOCATION AND FACILITIES: Information not given.

LIMITING FACTORS: Information not given.

FUNDS: Information not given.

COLLABORATION: Office of Economic Opportunity's Job Corps, VISTA.

PLANS: Plan to expand and continue activities of the AMERICAN EDUCATION WEEK: stimulate and strengthen the programs of religious and other private groups in providing adult basic education opportunities; promote vocational education training at all levels of community life.

STUDENTS: Information not available at this time.

ASSOCIATED MIGRANT OPPORTUNITY SERVICES
712 EAST 65TH, INDIANAPOLIS, INDIANA 46220

DIRECTOR: Jon Templin

ESTABLISHED: 1965, February.

MAJOR GOALS: "To raise the educational and economic levels of migrant agricultural workers in Indiana."

ORGANIZATION: Elected, incorporated, executive staff; State served.

STAFFING: A staff member is in charge of adult basic education programs: five are full-time paid workers, three are part-time, paid workers; agency uses volunteers; considers special teacher preparation desirable to teach adult basic education: in-service training, a degree in education, selected coursework in adult education, previous teaching experience at the college level; teacher certification not required; considers the ability to relate to students in meaningful ways is more important than formal college education; agency conducts both pre-service and in-service training: weekend seminars, institutes, community council experience; considers the ability to work with adults in an able supporting and encouraging manner, simplicity in dress, to interpret textual material into simple terms as those characteristics which most contribute to effective instruction in adult basic education.

LOCATION AND FACILITIES: Tools and instructional materials are agency purchased; classroom is loaned, work area and some tools are donated, office space and mobile units are rented.

LIMITING FACTORS: Personnel to recruit students, interest of local school board are major concerns, other concerns are qualified teachers, personnel for teacher training, support by national agencies, information concerning adult basic education needs of the community, transportation and teaching aids.

FUNDS: Literacy program is funded under government appropriations.

COLLABORATION: Office of Economic Opportunity's Rural Loans, Migrant workers, consumer and buyers education program.

STUDENTS: Total 1556: 754 are women, all are Mexican-American, 209 are between 28-25, 140 are between 26-40, 63 are 40 years and over. No figures available on employment characteristics.

BLOOMINGTON CHRISTIAN CENTER
BOX 863, BLOOMINGTON, INDIANA 47401

DIRECTOR:	Reverend Marvin B. Jones
ESTABLISHED:	1941.
MAJOR GOALS:	Settlement house; ecumenical church
ORGANIZATION:	A staff member is in charge of adult basic education activities; two part-time university students, paid; agency uses volunteers; considers special teacher preparation desirable to teach adult basic education; in-service training, selected course work in adult education; since most of the tutoring conducted by the agency is on individual basis teacher certification is not required; both pre-service as well as in-service: institutes, discussion meetings with two teachers; considers personal characteristics such as "patience, imagination, tact, genuine, concern for the learner" as those which most contribute to effective instruction in adult basic education.
LOCATION AND FACILITIES:	Residential area, community and neighborhood center, teacher's and pupil's homes; agency's facilities are being used to hold adult basic literacy classes; instructional materials are bought by the students.
LIMITING FACTORS:	Personnel to recruit students, qualified teachers, personnel for teacher training, materials and teaching aids.
FUNDS:	Private.
COLLABORATION:	Neighborhood Youth Corps, College Work Study, Parent-Groups, Head Start Nursery.
PLANS:	Expansion with the same basic pattern; one volunteer teacher working with one pupil in any convenient location; expanding Laubach Literacy, Inc. activities through our center.
STUDENTS:	No information given.

CENTRO CRISTIANO DE LA COMUNIDAD, INC.
2910 WESTERN SOUTH BEND, INDIANA 46619

DIRECTOR: Arnold L. Solomon

ESTABLISHED: 1965, May.

MAJOR GOALS: Provide education programs for migrant adults and children; community aide training program for ex-migrants.

ORGANIZATION: Elected, incorporated, executive staff; State, regional county, city served.

STAFFING: A staff member in charge of adult basic education programs: two are full-time paid, ten are volunteers on short-term projects; considers special teacher preparation desirable to teach adult basic education classes: In-service training, a degree in related elementary and adult level; teacher certification not required; considers formal college preparation more effective than on-the-job training to teach adult basic education; agency uses pre-service and in-service for its teachers-volunteers: residential workshops, community council experience, and self-study particularly during the in-service training period; considers patience, understanding of people, recognition of cultural differences, ability to communicate with the students as essential for effective adult basic education instruction.

LOCATION AND FACILITIES: Residential and rural areas; church, school, and neighborhood center; agency's facilities and equipment used in adult basic education such as classroom, work area, small tools, instructional materials are all agency purchased, some tools and teaching aids are donated.

LIMITING FACTORS: Of major concern are the interests of the local school board, information concerning adult basic education needs of the community, instructional materials and teaching aids, and motivating students; other related concerns are funds, teacher training personnel, qualified teachers, and general support by national agencies; current difficulty encountered is the transportation of students.

FUNDS: The greater amount of funding for adult literacy is from Office of Economic Opportunity.

COLLABORATION: Office of Economic Opportunity's Neighborhood Youth Corps, Public School Adult Basic Education, Migrant Workers.

PLANS: Work with the South Bend Community School Corporation in recruiting students for adult basic education classes; also special classes of pre-basic education nature for the Spanish-speaking students.

STUDENTS: Total 80: 30 women, 80 non-white, 40 are between 18-25; 30 are between 26-40, and ten are 40 years of age and over; 60 are employed on full-time basis, ten on a part-time basis, and ten are seeking employment.

CLARKE COUNTY COMMUNITY ACTION COMMITTEE, INC.
332 SPRING, JEFFERSONVILLE, INDIANA 47130

DIRECTOR: W. B. Tischendorf

ESTABLISHED: 1965, April

ORGANIZATION: Elected officers, incorporated, executive staff; county, neighborhood, metropolitan areas served; national and regional affiliations.

STAFFING: No staff member is in charge of adult basic education; in-service training, selected course work in adult education are considered adequate training for teachers desirous of teach adult basic education classes; teacher certification not required; qualities and competencies which are considered as contributory to effective adult basic education instruction are practical knowledge of the subject, a warm personality, and ability to generate confidence in others.

LOCATION AND FACILITIES School, library, facilities of voluntary organizations; work training area is donated, office space is rented.

LIMITING FACTORS Qualified teachers, personnel for teacher training, transportation of pupils are major concerns; other concerns are personnel to recruit students, information concerning adult basic education needs of the community, interest of local school board, instructional materials.

FUNDS: Office Economic Opportunity, Title II - B funds for literacy projects.

COLLABORATION: Office Economic Opportunity's Job Corps, Neighborhood Youth Corps, Public School Adult Education, Aged.

PLANS: Presently studing findings of survey of target areas to determine most workable subjects for adult basic education programs.

STUDENTS: Information not available.

COMMUNITY ACTION AGAINST POVERTY
460 CITY COUNTY BUILDING, INDIANAPOLIS, INDIANA 46204

DIRECTOR:	Paul A. Barker
ESTABLISHED:	1964, April
MAJOR GOALS:	Carry out Office Economic Opportunity programs in Marion County.
ORGANIZATION:	Executive staff; county served; national and regional affiliation.
STAFFING:	Considers special teacher preparation desirable to teach adult basic education: in-service training, teaching experience at the college level; teacher certification not required; agency uses volunteers; agency provides both pre-service and in-service training programs: weekend seminars and residential workshops; considers the sense of concern for people as the essential for adult basic education.
LOCATION AND FACILITIES:	Residential area; church, school, facilities of voluntary organizations, community and neighborhood center; classroom and work training area are loaned.
LIMITING FACTORS:	Major concerns are funds, qualified teachers, support at organizational level, support by national agencies, information on adult basic education needs of the community, interest of local school board.
FUNDS:	The greater amount of funds for continuing adult basic education programs is derived from Title II B of the Economic Opportunity Act.
COLLABORATION:	With all of Office Economic Opportunity programs.
PLANS:	Information not given.
STUDENTS:	This information is not available.

THE FORT WAYNE URBAN LEAGUE, INC.
227 EAST WASHINGTON STREET, FORT WAYNE, INDIANA 46802

DIRECTOR:	Robert E. Wilkerson
ESTABLISHED:	1949, October.
MAJOR GOALS:	Eliminate discrimination and segregation as they apply to Negroes and other minorities.
ORGANIZATION:	Elected officers, incorporated, executive staff; city served; national affiliation; mainly a coordinating and a stimulating agency in the area of adult basic education.
STAFFING:	A staff member is in charge of adult basic education programs: occasional staff appointed for short term projects; considers special teacher preparation desirable for adult basic education: a degree in education, previous teaching experience; teacher certification not required; pre-service or in-service training is not offered by the agency; considers a well groomed, overt personality, patience and kindness as essential qualities for adult basic education instruction.
STAFFING:	"We help get staff for other voluntary groups."
LOCATION AND FACILITIES:	Information not given.
LIMITING FACTORS:	Information not given.
FUNDS:	Information not given.
COLLABORATION:	Information not given.
PLANS:	Information not given.
STUDENTS:	Information not given.

THE INDIANA COUNCIL OF CHURCHES: ASSOCIATED MIGRANT OPPORTUNITIES SERVICES, INC.
1235 N. LAFOUNTAIN, KOKOMO, INDIANA 46901

DIRECTOR: Reverend W. J. Briggs, D. D.

ESTABLISHED: 1965.

MAJOR GOALS: "To offer literacy to every migrant who needs and wants it; to offer literacy to every person in the permanent population who needs it."

ORGANIZATION: Elected, incorporated, executive staff; State and counties served.

STAFFING: A staff member is in charge of adult basic education programs: one is full time paid and one is part-time, paid; agency uses volunteers; considers special teacher preparation desirable to teach adult basic education: in-service training, literacy training; teacher certification is not required; considers formal college preparation more effective than vocational training; agency provides both pre-service and in-service training: residential workshop, community council experence; genuine love for God and persons, teacher's competence and skill, readiness to learn are considered essential for effective instruction in adult basic education.

LOCATION AND FACILITIES: Rural areas: church, school, library, Y.W.C.A. community and neighborhood centers; small tools and instructional materials are agency purchased; classroom space, office and work training area are donated.

LIMITING FACTORS: Funds, recruiting personnel, qualified teachers, organizational support, personnel for teacher training, support by national agencies, and instructional materials are of some conconcern; current difficulties encountered are transportation of pupils and teaching aids.

FUNDS: Funded by Office Economic Opportunity.

COLLOBORATION: With Office Economic Opportunity's migrant program.

PLANS: To continue training volunteer teachers; to coordinate pupil training; follow-up training at student's home-base; promoting advance reading and writing.

STUDENTS: This information not given.

THE INDIANA MIGRANT MINISTRY
1622 N. MERIDIAN STREET, INDIANAPOLIS, INDIANA 46202

DIRECTOR: Reverend Gordon Clarke.

ESTABLISHED: 1940.

MAJOR GOALS: A staff member is in charge of adult basic education programs: one part time paid worker, agency's work is entirely dependent on volunteers, 250 are currently engaged in various phases of adult basic education activities; considers special teacher preparation desirable to teach adult basic education classes: selected course work in adult education; agency considers that the each-one-teach-one approach has proved successful at the farm labor camp; considers that college prepared teachers are better prepared to handle adult basic education classes; agency provides both pre-service and in-service training: week-end seminars and community council experience; an understanding of the poor and being able to related to the needs of the under privileged are considered essential to effective instruction in adult basic education.

LOCATION AND FACILITIES: Rural areas; church, school; classroom is loaned, small tools are donated, instructional materials are agency purchased and mobile units are rented.

LIMITING FACTORS: Qualified teachers, support at organizational level, personnel for teacher training, support by national agencies and personnel to recruit students are of major concern, other difficulties presently being encountered are in terms of transportation and location of classes, materials and teaching aids.

FUNDS: Literacy program receives government funds; however the greater amount of funds for continuing literacy activities are from non-government sources.

COLLABORATION: Office Economic Opportunity's rural loans, migrant workers, and VISTA programs.

PLANS: Expanding into a PROGRAM FOR THE ADVANCEMENT OF CAPABILITIES to continue providing basic reading, writing and speaking skills; to train them to use the voting machine; to inculcate the spirit of what it is to be an American.

STUDENTS: The labor force changes rather frequently; the number of students change from month to month, and from year to year.

LITERACY COUNCIL OF ST.JOSEPH COUNTY - Y.W.C.A.
802 N. LAFAYETTE BOULEVARD, SOUTH BEND, INDIANA

DIRECTOR: Granville Ziegler, Chairman
Miss Marcella Mitchell, Director of Training

ESTABLISHED: 1962, January

MAJOR GOALS: To assist persons to teach others to become functionally literate; to provide information on how to prepare reading materials for new literates; to offer an opportunity to learn about the need for literacy education.

ORGANIZATION: Elected officers, executive staff; national, state, city, county, region, metropolitan areas served, the Literacy Council is a part of the Laubach, Inc: national and international affiliations.

STAFFING: A staff member is in charge of adult basic education programs: agency's work is entirely dependent on volunteers, 20 are currently engaged in some phases of literacy education; considers special teacher preparation desirable to teach adult basic education: in-service, selected course; agency considers at least 12 hours of workshop experience before teaching adult basic education classes; some of the best teachers at the agency are not college graduates; agency provides both pre-service and in-service training: considers personal characteristics such as compassion, patience, understanding, a willingness to bring confidence, an interest in the new readers, as those which contribute to effective adult basic education instruction.

LOCATION AND FACILITIES: Residential area; church, library, Y.W.C.A. homes of pupils and teachers; classroom and office space are agency owned, instructional materials are purchased from the Laubach Literacy Inc.

FUNDS: Private; voted against applying for funds.

COLLABORATION: Migrant workers - Pilot Project: Centro de la Communidad, South Bend, Indiana.

PLANS: To continue to offer teaching service on a one-to-one basis approach to the city school programs and to other agencies; through publicity, posters, charts, to reach more non-readers.

STUDENTS: Total 40: 16 are women, about half the number is employed, other information may be secured from teachers.

SMALL BUSINESS DEVELOPMENT CENTER OF ST. JOSEPH'S COUNTY, INC.
220 W. LA SALLE, SOUTH BEND, INDIANA 46601

DIRECTOR: C. Lee Crean, Jr.

ESTABLISHED: 1965, July.

MAJOR GOALS: To assist existing small business owner-operators in better management teachiques; to create new small business and finance plans under the Economic Opportunity Act of 1964 - Title IV.

ORGANIZATION: Elected officers, incorporated, executive staff; County, city, region neighborhood, metropolitan area served.

STAFFING: A staff member is in charge of adult basic education programs: one full time paid worker, 6 part-time paid; agency uses volunteers; considers special teacher preparation desirable for adult basic education: in-service training, previous teaching experience; teacher certification not required; agency provides in-service training: work experience with co-ordinator in planning courses; considers that the staff must be appreciative of adult needs; they must be competent in their skills and patient in their attitude.

LOCATION AND FACILITIES: Business section, suburb, residential area; church, school, community and neighborhood center; classroom space, work training area and instructional materials are donated; small tools are agency purchased, office space is rented.

LIMITING FACTORS: Personnel to recruit students, information concerning adult basic education needs of the community, instructional materials, motivation of prospective pupils are major concerns; other related concerns are funds, interest of local school board; the present difficulties being encountered are materials, teaching aids and location of classes in terms of student convenience.

FUNDS: Government.

COLLABORATION: Office Economic Opportunitu's Small Business and migrant workers programs.

PLANS: To develop teaching materials; to expand present course offerings.

STUDENTS: Total 80: 70 are men, 20 are non-white, 70 are employed on a full time basis, 10 are part-time.

YOUNG WOMEN'S CHRISTIAN ASSOCIATION OF MUNCIE, INDIANA
310 E. CHARLES, MUNCIE, INDIANA 47305

DIRECTOR: Mrs. Helen Humphrey.

ESTABLISHED: Not indicated.

MAJOR GOALS: The 1960 U.S. Census report on literacy alerted the Public Affairs Committee of the Muncie YWCA to form the Delaware County Literacy Society; the purpose is to conduct classes in teaching adults to read, write and speak English.

ORGANIZATION: Elected officers, incorporated, executive staff; county, city served; national and international affiliation.

STAFFING: Two YWCA Board members are in charge of adult basic education programming: agency uses volunteers; considers special teacher preparation desirable to teach or lead adult basic education classes: in-service training, previous teaching experience at the kindergarten, elementary or secondary level; teacher certification not required; recognizes formal college preparation as more effective than on-the-job training; agency provides both pre-service and in-service courses in seminars, workshops, and observation classes; agency values the desire to help others; kindness, patience and dependability in teachers of adults.

LOCATION AND FACILITIES: Business section; school, lawyers office, doctor's office, YWCA facilities are utilized; classroom space, office, work training area, small tools are donated; instructional materials are agency purchased.

LIMITING FACTORS: Transportation of pupils and instructional materials are of some concern; other factors such as funds, recruiting personnel, qualified teachers, support at organizational level, personnel for teacher training, support by national agencies, information concerning adult basic education needs of the community and interest of local school board are of little concern; current difficulties are availability of baby-sitters and transportation.

FUNDS: Private; agency has turned over adult basic education program to Muncie Public Schools from where greater funding for literacy education is derived.

COLLABORATION: Public school system, and the United Fund of Delaware County.

PLANS: To continue with the existing three classes; to cooperate with the public school systems; to obtain improved instructional materials for adult basic education classes.

STUDENTS: Total 85: 52 men, 49 non-white, 23 are between 18-25, 41 are between 26-40, 21 are 40 years and over, 60 are employed of whom 46 are full time, 3 seeking employment, 15 women from Public Assistance rolls.

PLANS: To continue with the existing three classes; to cooperate with the public school systems; to obtain improved instructional materials for adult basic education classes.

STUDENTS: Total 85: 52 men, 49 non-white, 23 are between 18-25, 41 are between 26-40, 21 are 40 years and over, 60 are employed of whom 46 are full time, 3 seeking employment, 15 women from Public Assistance rolls.

YOUNG WOMEN'S CHRISTIAN ASSOCIATION OF ANDERSON, INDIANA
304 WEST 11TH, ANDERSON, INDIANA 46016

DIRECTOR: Mrs. Frank Worley.

ESTABLISHED: 1964, November.

MAJOR GOALS: To help adults who need to improve their reading, writing, and arithmetic skills.

ORGANIZATION: No formal organization; plans are underway to organize a Literacy Council; city served.

STAFFING: A staff member is in charge of adult basic education programs on a part time basis; agency uses volunteer-teachers; considers special teacher preparation desirable to teach/lead adult basic education classes through in-service training, previous teaching experience at college or secondary level; teacher certification not required; does not consider formal college preparation to be more effective than vocational training for class room instruction; agency plans to provide pre-service training this summer; in-service training activities are provide through' workshops, community council experience and self-study; agency's most important requirement is "our volunteers have a deep concern for the persons involved".

LOCATION AND FACILITIES: Facilities of the YWCA are used in adult basic education activities; office space is loaned and donated.

LIMITING FACTORS: Information concerning adult basic education needs of the community and transportation of pupils are agency's major concerns; other related concerns are personnel to recruit students, qualified teachers; current difficulty is in terms of transportation.

FUNDS: Private sources.

COLLABORATION: None with Office Economic Opportunity indicated.

PLANS: To form a Literacy Council under the sponsorship of the YWCA, the AAUW and interested individuals; to contine conducting workshops; to promote adult basic education work.

STUDENTS: Total 3, all are employed, all men, and are between 26-40 years of age.

IOWA

MIGRANT ACTION PROGRAM
BOX 717, MASON CITY, IOWA 50401

DIRECTOR: Mrs. Richard E. Sandage.

ESTABLISHED: 1965, April.

MAJOR GOALS: "Educational and social services to child and adult migrant entering North Iowa each summer; providing remedial, literacy, health and sanitary and vocational education."

ORGANIZATION: Elected, incorporated, executive staff; five counties served.

STAFFING: Volunteers used; two are employed on a full-time basis by Mason City Junior College to teach, one is employed by the agency, one is a paid part-time worker; considers special teacher preparation desirable to teach adult basic education classes: a degree in education, selected course work in adult education previous teaching experience at the college level; teacher certification is required; provides both pre-service and in-service training through discussion, residential workshops; considers personal characteristics such as "sensitivity, sympathetic understanding of migratory farm workers' problems, warm personality, competencies which contribute most to effective adult basic education instruction.

LOCATION AND FACILITIES: Business section served; shop of local merchant and junior college premises used; classroom, office space, instructional materials are loaned; work area is rented; small tools are agency purchased.

LIMITING FACTORS: Qualified teachers, teacher trainers, instructional materials, transportation of pupils are major concerns.

PLANS: Information not given.

STUDENTS: This information is not available.

SOUTH CENTRAL IOWA COMMUNITY ACTION PROGRAM, INC.
COURTHOUSE, LEON, IOWA, 50144

DIRECTOR: Clyde L. Taff

ESTABLISHED: 1965, July

MAJOR GOALS: To develop a community action program to meet the needs of the low-income people in the four county areas.

ORGANIZATION: Incorporated, executive staff; multi-county served.

STAFFING: A staff member has not yet been assigned for adult basic education programming; agency uses volunteers; considers special preparation desirable to teach in adult basic education classes: a degree in education, selected course work in adult education, previous teaching experience at the secondary level; teacher certification not required; considers formal college preparation more effective for adult basic education instruction; provides pre-service and in-service training programs for teacher-volunteers: institutes; ability to communicate with the students; a sincere interest in helping the student to learn are considered essential for adult basic education instruction.

LOCATION AND FACILITIES: School building used; classroom, office space, work training area are donated to the agency.

LIMITING FACTORS: Funds, qualified teachers, information concerning adult basic education needs of the community are major concerns; others are recruiting personnel, organizational support, interest of local school board, instructional materials.

FUNDS: Government appropriations.

COLLABORATION: Office Economic Opportunity's Youth Programs, Rural Loans, Parent-Groups, and Senior Citizens.

PLANS: To develop and promote adult basic education programs for Office Economic Opportunity funding.

STUDENTS: Information not yet available.

KANSAS

ASSOCIATION FOR SERVICES TO MIGRANT WORKERS IN WESTERN KANSAS, INC.
1115 E. KANSAS PLAZA, GARDEN CITY, KANSAS 67846

DIRECTOR: John R. Edwards

ESTABLISHED: 1964, April.

MAJOR GOALS: "To offer educational opportunities to seasonal farm workers in order to enable them to gain and retain permanent employment; raising their standard of living to a degree acceptable to society."

ORGANIZATION: A staff member is in charge of adult basic education programming: one full time paid, three part time paid, three occasional staff, paid; considers special teacher preparation desirable to teach in adult basic education classes; in-service training, a degree in education, previous teaching experience at various school and college levels, preferabley in remedial teaching; teacher certification preferred; considers formal college preparation desirable for adult basic education instruction than vocational training; ability to teach adults without making them feel inferior; willingness to understand cultural differences; an ability to start at the level of individual competence are considered as those characteristics which most contribute to effective adult basic education instruction.

LOCATION AND FACILITIES: Rural areas; schools used; classroom, office, and work-area are both donated and rented; small tools, and instructional materials are agency purchased.

LIMITING FACTORS: "Major concern is to get theppeople who need literacy education to attend classes with reasonable regularity."

FUNDS: Government appropriations: Title III-B - Office of Economic Opportunity.

COLLABORATION: Office of Economic Opportunity's Migrant Program.

PLANS: To offer literacy education through the migrant center to migrant farm labor for a period of six weeks; offer general adult education to those who are attempting to settle out of the migrant stream on a 12 month basis; spread over a period of 10 weeks in 40 hours of instruction.

STUDENTS: Total 10: Nine men, all are seasonally employed.

LAUBACH LITERACY CENTER
211 EAST SANTA FE, GARDEN CITY, KANSAS 67846

DIRECTOR: Mrs. Wm. M. McFall

ESTABLISHED: 1964, July.

MAJOR GOALS: To assist local residents in learning English as a second language; to enable them to get driver's training and license.

ORGANIZATION: No formal organization; city served, national affiliation.

STAFFING: Agency uses volunteers, 14 presently serve on part-time basis, no one specifically assigned to be in charge of the entire adult basic education program; considers special teacher preparation desirable to teach adult basic education classes: in-service training; teacher certification in Laubach method is required; considers agency's volunteers can effectively instruct adult basic education classes without a formal college preparation or teaching experience; provides in-service training through residential workshops; considers "a genuine concern for others, friendliness, and patience" essential to effective instruction in adult basic education.

LOCATION AND FACILITIES: Residential area of the city; school, community and neighborhood center; classroom space work training area are donated, instructional materials are agency purchased.

LIMITING FACTORS: Funds, recruiting personnel, national support, information concerning adult basic education needs of the community, interest of local school board, instructional materials are factors of some concern.

FUNDS: Private.

COLLABORATION: None with Office of Economic Opportunity.

PLANS: "To continue literacy classes, to expand driver training facilities; to assist in providing citizenship education and facilities for acquiring citizenship;" to increase training activities; to assist providing citizenship facilities.

STUDENTS: Total 14: nine are women, 14 are non-white, five are full time employed, four are employed part-time, two are seeking employment.

KANSAS FEDERATION OF WOMEN'S CLUBS
307 ELM, GLASCO, KANSAS 67445

DIRECTOR: Mrs. L. Hatfield, (State President)

ESTABLISHED: 1960.

MAJOR GOALS: "To bring together women's clubs of the State for mutual helpfulness social union, and for united action on measures conductive to public welfare."

ORGANIZATION: Elected; State and national areas served; national affiliation.

STAFFING: A staff member is in charge of adult basic education programs; agency's work is entirely dependent on volunteers, each district in the State has an education chairman who is responsible for adult basic education also; considers special teacher preparation desirable to teach adults selected course work in adult education, previous teaching experience, teacher certification not necessary; considers college preparation more effective in adult basic education instruction than vocational training; considers a sympathetic understanding of adults needing education; willingness to help, enthusiasm, and friendliness as essential to effective instruction of adults.

LOCATION AND FACILITIES: Suburbs, residential areas; school; facilities and equipment used in adult basic education belong to the teachers and the chairman, some instructional materials are loaned and donated; T.V. lessons are provided on four station in Series I and II.

LIMITING FACTORS: Major concerns are funds, personnel to recruit students, qualified teachers, support at organizational level, interest of the local school board or the superintendent.

FUNDS: Private; local contributions.

COLLABORATION: Office of Economic Opportunity's Head Start; Migrant work some of our regular classes have been turned over to Office of Economic Opportunity supervision.

PLANS: Division of Adult Literacy will continue under the State Education Department; Operation Alphabet will continue to be relayed on television; materials and teachering aids will be sent and adults recruited and enrolled.

STUDENTS: This information not available.

WEST CENTRAL AREA COUNCIL OF THE NATIONAL COUNCIL OF THE Y.M.C.A.
1269 TOPEKA AVENUE, TOPEKA, KANSAS 66612

DIRECTOR: James P. Eggleston, Area Executive

ESTABLISHED: 1935, November.

MAJOR GOALS: Agency serves as a field office of the National Council of the Y.M.C.A., hence major objectives are similar to those of the parent body.

ORGANIZATION: Elected, incorporated, executive staff; region served; national, and international affiliation.

STAFFING: A staff member is in charge of adult basic education programming: one full-time area association secretary; agency uses volunteer-leaders; considers special teacher preparation desirable for adult basic education through in-service training, a degree in education, selected course work in adult education, previous teaching experience at the college level; considers formal college preparation is more effective than vocational training for adult basic education instruction; agency conducts both pre-service and in-service training through weekend seminars, institutes, internship and self-study.

LOCATION AND FACILITIES: Business section, suburbs, residential area served; church school, Y.M.C.A. facilities used.

LIMITING FACTORS: Qualified teachers, funds, personnel to recruit students, personnel for teacher training are agency's major concerns.

FUNDS: Private sources.

COLLABORATION: Office of Economic Opportunity's Youth Programs, Community Action Program, VISTA.

PLANS: To continue and expand adult basic education activities.

STUDENTS: Information not available.

KENTUCKY

COUNCIL OF SOUTHERN MOUNTAINS, INC.
COLLEGE BOX 2307, BEREA, KENTUCKY 40403

DIRECTOR: Mr. F. F. Ayer

ESTABLISHED: 1913.

MAJOR GOALS: The council is a voluntary association of persons and organizations with an interest in the people of the Appalachian region, with special concern for those in the deprived areas.

ORGANIZATION: Elected officers, incorporated, executive staff; region, State, county, city served; national regional, State affiliations.

STAFFING: A staff member is in charge of adult basic education programs, two are part-time, paid; agency uses volunteers; teacher certification not required; conducts pre-service training; week-end seminars, internship, community council experience on a regular basis; in-service training is conducted when need arises in many different communities; community council experience, internship, seminars and institutes; considers a genuine concern for people, patience, a belief in the ability of every perons to learn, an ability to translate textual material to everyday problems, as those characteristics which most contribute to effective instruction in adult basic education.

LOCATION AND FACILITIES: Business section, residential, rural areas and suburbs; all available facilities are used; instructional materials are agency purchased, work area is loaned.

LIMITING FACTORS: Funds, recruiting personnel, qualified teachers, organizational support, teacher training personnel, support by national agencies, interest of local school board, instructional materials, and how to involve more people in programs are of major concerns; current difficulties are teaching aids and location in terms of student convenience.

FUNDS: Private.

COLLABORATION: With all Office of Economic Opportunity programs: Youth Work, Community Action Adult Programs and VISTA: conducted training programs for VISTA and Community Action Programs.

PLANS: More adult basic education activities; institutions of higher education must become involved in adult basic education.

STUDENTS: "The agency's work is primarily to encourage local Appalachian groups to develop local programs in their communities, it is difficult to supply information pertaining to students."

GOOD SAMARITANS FOR THE THREE R'S
SOUTHERN HOTEL, FRANKFORT, KENTUCKY

DIRECTOR:	Admiral Ion Pursell
ESTABLISHED:	1952.
ORGANIZATION:	Elected officers, community oriented, State, county, city served.
MAJOR GOALS:	"To stamp out illiteracy in Kentucky; teaching older people in the community.
STAFFING:	A staff member is in charge of adult basic education programs; work dependent entirely on volunteers; 28 members work on Governor's Commission on Adult Education.
LOCATION AND FACILITIES:	Residential area, rural, business sections; church, school, library, students and teachers' home.
LIMITING FACTORS:	No information given.
FUNDS:	Private (no outside money)
COLLABORATION:	Information not given.
PLANS:	To continue and expand literacy projects throughout the State, develop instructional materials.
STUDENTS:	Information not available.

MADISON COUNTY DEVELOPMENT ASSOCIATION, INC.
P. O. BOX 105, RICHMOND, KENTUCKY 40475

DIRECTOR: Robert C. Johnson

ESTABLISHED: 1965, July 1

MAJOR GOALS: The alleviation of poverty.

ORGANIZATION: Elected officers, incorporated, executive staff; county and city served.

STAFFING: A staff member is in charge of adult basic education programs: agency is entirely dependent on volunteers, eight are part-time, two are occasional consultants on short term projects; considers special teacher preparation desirable to teach adult basic education classes; in-service training, a degree in education, a degree in related discipline, previous teaching experience at elementary and secondary level; teacher certification is required; considers formal college preparation more effective than on-the-job training for teachers in adult basic education instruction; agency provides both pre-service and in-service training; weekend seminars and community council experience; "are considered most contributory to effective adult basic education instruction.

LOCATION AND FACILITIES: Suburbs; school; classroom space, office are loaned, instructional materials are donated.

LIMITING FACTORS: Funds, and interest local school board are major concerns, other concerns are qualified teachers, other difficulties presently encountered are materials and teaching aids, and location in terms of student convenience.

FUNDS: Private.

COLLABORATION: Office of Economic Opportunity's Job Corps, College Work Study, Parent-Groups, Aged, VISTA.

PLANS: Hope to expand adult literacy program on a county-wide basis; to obtain funds for operational expenses.

STUDENTS: Total 50: 35 are women, 30 are non-white, 10 are from 18-25, 20 are between 26-40, 20 are 40 years and over, 20 are full time employed, 30 are employed part-time, 30 are seeking employment.

MARKET STREET NEIGHBORHOOD HOUSE
1021 W. MARKET, LOUISVILLE, KENTUCKY 40202

DIRECTOR:	Mrs. Dorothy Naveaux
ESTABLISHED:	1948.
MAJOR GOALS:	"To work with and through people; to encourage and assist people to vote; to help them speak at public meetings; to encourage to participate community affairs; to expose them to structured and unstructured channels of varying opinions; to help individuals and groups to solve their own problems through community and group effort."
ORGANIZATION:	Incorporated; neighborhood and metropolitan areas served; agency is affiliated to the National Federation of Settlements.
STAFFING:	Agency predominantly uses volunteer-teachers; a combination of different kinds of training such as in-service training, a degree in related discipline, and previous teaching experience are considered desirable; while agency itself does conduct some adult basic education classes agency's main function is "based on providing adult education as a final motivation;" pre-service and in-service training are provided through weekend seminars, dinner meetings, workshops on a regular basis and constant supervisions; "teacher must care about people with whom he works, must be able to emphasize with them, must be warm, approachable and be able to handle his material."
LOCATION AND FACILITIES:	Classroom space, office, work training area, and small tools are agency purchased; instructional materials and visual aids are partly agency purchased and donated; most of the informal instructions are conducted within agency setting; located in a central downtown area.
FUNDS:	Private sources.
COLLABORATION:	Office of Economic Opportunity's Corps, Neighborhood Youth Corps, Public School Adult Basic Education - Title II-B, Parent-Groups, Aged, Consumer and Buyers' Education, VISTA.
PLANS:	"To extend literacy activities on a one-to-one basis; to continue and expand programs on adult basic and general education."
STUDENTS:	None indicated.

SOUTH CENTRAL KENTUCKY AREA DEVELOPMENT COUNCIL, INC.
BOX 551, GLASGOW, KENTUCKY 42141

DIRECTOR: Wayne J. McKibbin

ESTABLISHED: 1965, October

MAJOR GOALS: "Combat the causes and conditions of poverty"

ORGANIZATION: Elected officers, incorporated, executive staff; multi-county served; national affiliation.

STAFFING: Seven full-time paid workers; no one specifically assigned to adult basic education; considers special teacher preparation desirable to teach adult basic education classes through in-service training; teacher certification would be necessary if agency was directly conducting classes; considers the ability to relate to the students as the most essential characteristic for effective adult basic education instruction.

LOCATION AND FACILITIES: No information given.

LIMITING FACTORS: Very difficult to get the low-income, and illiterate adults to attend such classes.

FUNDS: No information given.

COLLABORATION: Office of Economic Opportunity's Head Start, and Community Action Program.

PLANS: Hope to inaugurate adult basic education classes very soon; will provide in-service training for teachers of adult basic education; in-service training of low-income employees.

STUDENTS: No information given.

LOUISIANA

ADULT INSTRUCTION MEMBERSHIP
325 LOYOLA AVENUE, NEW ORLEANS, LOUISIANA 70112

DIRECTOR: Mrs. Mindy J. Johnson

ESTABLISHED: 1965, July

MAJOR GOALS: To promote the cause of adult literacy; to motivate adult illiterates, to train teachers, to conduct adult literacy classes and to develop graded instructional materials for the new literate.

ORGANIZATION: Elected officers, incorporated, executive staff; State, County, City, neighborhood, metropolitan areas served; national and State affiliations.

STAFFING: A staff member is in charge of adult basic education programming: agency uses volunteers; two are full-time, paid, workers, 120 are volunteer-leaders engaged in some aspects of adult basic education; considers special preparation desirable to teach adults: in-service training, selected course work in adult education; teacher certification not required; indicates that adult basic teaching requires special methodology and techniques which the agency privides through 9 hour workshops; provides both pre-service and in-service training: institutes, seminars; "a genuine desire to help others, a kindly and a very patient disposition, a self-contained personality" are considered as those personal characteristics which most contribute to effective adult basic education teaching.

LOCATION AND FACILITIES: Business section, suburbs, residential and rural areas; church, school, library, facilities other voluntary organizations such as neighborhood and community centers, Y.W.C.A. are used; classroom space is donated, office space, work area are loaned, instructional materials are agency purchased.

LIMITING FACTORS: Of some concern are funds, personnel to recruit students, of lesser concern are qualified teachers, organizational support, teacher trainers, support of national agencies, interest of local school board, instructional materials, transportation of pupil.

FUNDS: Private.

COLLABORATION: Information not given.

PLANS: Presently classes are held for more than 600 students; to include motivation training for industry, city employees, and church groups; summer reading classes; many of the students are ready to pass their literacy tests and move on to a advance level of instruction.

STUDENTS: Total 600: 200 women, 84 percent are white, 150 between 18-25, 300 are 26-40, 150 are 40 years and over, 300 are from Public Assistance rolls, 200 are full time employed, 100 are part-time employed.

COMMUNITY ADVANCEMENT, INC.
BOX 53320 BATON ROUGE, LOUISIANA

DIRECTOR:	W. A. Tapp.
ESTABLISHED:	1965, April.
MAJOR GOALS:	To carry out anti-poverty work.
ORGANIZATION:	Elected officers, incorporated, executive staff; county served.
STAFFING:	Considers special teacher preparation desirable to teach adult basic education classes: in-service training, selected course work in adult education, previous teaching experience at secondary and college level, teacher certification not required.
LOCATION AND FACILITIES:	Information not given.
LIMITING FACTORS:	Information not given.
FUNDS:	Information not given.
COLLABORATION:	Neighborhood Youth Corp, College Work Study, VISTA.
PLANS:	Attempt to persuade the school board to utilize funds to operate a similar adult basic education program.
STUDENTS:	Information not given.

IBERVILLE INDUSTRIAL VOTERS LEAGUE, INC.
1818 HAASE STREET, PLAQUEMINE, LOUISIANA 70764

DIRECTOR: W. W. Harleaux, President

ESTABLISHED: 1963, March

MAJOR GOALS: "To secure an understanding of underlying issues of current problems at the local State, national levels; to learn useful methods of analysis and evaluation which may be applied towards solution of these problems; to develop an attitude of communal belinging and improvement of all aspects of community living."

ORGANIZATION: Elected officers; county served.

STAFFING: An agency member is in charge of adult basic education programming: 15 are paid part time workers, two are occasional staff; agency uses volunteers; considers special teacher preparation desirable to teach/lead adult basic education classes: a degree in education or previous teaching experience at the elementary level; teacher certification not required; agency conducts both pre-service and in-service training through community council and self-study; considers "teachers who have a natural desire to help others" as most effective in adult basic education instruction.

LOCATION AND FACILITIES: Rural areas covered; community and neighborhood centers are utilized; classroom and office space are donated; work training area is loaned, small tools and instructional materials are agency purchased.

LIMITING FACTORS: Funds, personnel to recruit students, qualified teachers, support at organizational level, personnel for teacher training, support by national agencies, instructional materials, are agency's major concerns; information concerning adult basic education needs of the community is of some concern to the agency; current operational difficulties are seating, lighting, transportation, heating, ventilation, materials and teaching aids.

FUNDS: Private.

COLLABORATION: None indicated.

PLANS: To develop a county-wide voter registration program.

STUDENTS: Total 1,050: 600 women, all non-white, 400 between 26-40, 650 are 40 years and over, 500 are from Public Assistance rolls, 600 are employed of whom 500 are part time, 500 are seeking employment.

MAINE

AUGUSTA-GARDINER AREA COUNCIL-COMMUNITY ACTION PROGRAM CITY HALL,
AUGUSTA, MAINE 04330

DIRECTOR: Laurence A. La Pointe.

ESTABLISHED: 1964, December.

MAJOR GOALS: "To promote the welfare of the people of the Augusta-Gardiner Area by encouraging cooperative community planning, united action through existing civic educational, religious, benevolent, character building social agencies in the community; to alleviate poverty by organizing proposals to meet the needs of the impoverished."

ORGANIZATION: Elected, incorporated, executive staff; county, city, neighborhood served.

STAFFING: Does not have a staff member assigned to adult basic education programs; considers special teacher preparation desirable to teach adult basic education classes: in-service training, a degree in education, selected course work in adult education, previous teaching experience at kindergarten and elementary level; teacher certification is not required; considers formal college preparation more effectively prepares teachers than vocational training for adult basic education work; considers teachers with empathy, sincerity, varied interest, and classroom flexibility essential for effective instruction in adult basic education.

LOCATION AND FACILITIES: Residential area; school used; agency's facilities and equipment used in adult basic education such as classroom, office space, work training, small tools are donated, instructional materials are agency purchased.

LIMITING FACTORS: Personnel to recruit students, qualified teachers, information concerning adult basic education needs of the community, interest of local school board, instructional materials are major concerns, others are baby-sitting problems while parents attend evening classes.

FUNDS: Government.

COLLABORATION: Office of Economic Opportunity's Job Corps, Neighborhood Youth Corps, College Work Study, Public School Adult Basic Education - Title II B - Parent Groups, Work Experience.

PLANS: To expand the program this fall to meet the greater interest shown as a result of the pilot program.

THE PORTLAND GOODWILL INDUSTRIES, INC.
116 FREE STREET, PORTLAND, MAINE 04101

DIRECTOR: Carl V. Puleo

ESTABLISHED: 1933

MAJOR GOALS: "Non-profit sheltered workshop providing rehabilitation services to persons with all types of handicaps to develop to their highest possible work potential.

ORGANIZATION: Incorporated, executive staff; State served; national affiliation.

STAFFING: Considers special teacher preparation desirable to teach adult basic education classes.

LOCATION AND FACILITIES: Not given.

LIMITING FACTORS: Information not given.

FUNDS: Private.

COLLABORATION: Office of Economic Opportunity's Neighborhood Youth Corps.

PLANS: To provide services in conjunction with other rehabilitative services and programs; to provide counseling services and conduct referral and follow-up to agencies better equipped to provide adult basic education services.

UNITED COMMUNITY SERVICES
142 FREE STREET, PORTLAND, MAINE 04102

DIRECTOR: Walter J. Pacek

ESTABLISHED: 1929, September.

MAJOR GOALS: Community planning for social welfare; development of citizen interest, participation in working towards elimination of social problems.

ORGANIZATION: County and metropolitan areas served (usually a ten-town area of Greater Portland); national affiliation with the United Community Funds and Councils of America.

STAFFING: The agency is not directly conducting adult basic education programs; "we work with appropriate agencies in an advisory, and a coordinating capacity"; four full-time, paid, two others are employed on a consultative basis, seven clerical, and one part-time volunteer.

LOCATION AND FACILITIES: Business section; high-school.

LIMITING FACTORS: No information given.

FUNDS: Private.

COLLABORATION: Office of Economic Opportunity. In an advisory capacity with Youth Program, Adult Program, Community Action Program.

PLANS: To coordinate programs.

STUDENTS: None at the agency.

UNITED COMMUNITY SERVICES OF PENOBSCOT VALLEY, INC.
611 HAMMOND STREET, BANGOR, MAINE 04401

DIRECTOR: Michael J. Murphy, Executive Secretary.

ESTABLISHED: 1964, June.

MAJOR GOALS: Develop citizen interest and participation in social welfare; determine needs, develop and mobilize resources, coordinate; conduct research and take action for the prevention and eliminatinn of conditions which produce social problems, and secure funds for the accomplishment of these purposes.

ORGANIZATION: Elected officers, incorporated, executive staff; region, neighborhood, metropolitan, county, city served; national affiliation.

STAFFING: Agency initiates, develops, promotes adult basic education programs in conjunction with other voluntary organizations, State and local community school systems; a staff member is not specifically assigned to adult basic education: seven full-time, paid, workers, two are paid, part-time, 1800 occasional consultants are periodically engaged in short term activities; considers special teacher preparation desirable to teach adult basic education through in-service training or a degree in related discipline; teacher certification is required; considers formal college preparation more effective than vocational training; "good leadership ability, good command of the vernacular, understanding of adult needs" are considered essential for effective instruction in adult basic education.

LOCATION AND FACILITIES: Business section, suburbs, residential area served; rural, school buildings are used.

LIMITING FACTORS: Information not given.

FUNDS: Private.

COLLABORATION: Office of Economic Opportunity's College Work Study Program.

PLANS: To continue to initiate and develop adult basic education activities along with other community development activities in conjunction with appropriate agencies.

STUDENTS: Information not given.

MASSACHUSETTS

BENEVOLENT FRATERNITY OF UNITARIAN CHURCHES
110 ARLINGTON STREET, BOSTON, MASSACHUSETTS 02116

DIRECTOR:	Reverend Virgil E. Murdock.
ESTABLISHED:	1834.
MAJOR GOALS:	Education; social services; social reform.
ORGANIZATION:	Elected officers, incorporated, executive staff; city and metropolitan areas served; national affiliation.
STAFFING:	Twelve full-time, paid workers, 23 part-time, paid workers, eight consultants engaged on short term projects; agency uses volunteers; in-service training, a degree in education, selected course work in adult education, previous teaching experience at the elementary level; teacher certification not required; considers formal college preparation more effective than vocational training in the preparation of teachers; pre-service and in-service training provided: institutes, internships and residential workshops; concerns for the individual essential to effective instruction in adult basic education.
LOCATION AND FACILITIES:	Residential area; church premises are utilized; instructional materials and small tools are agency purchased; classroom, office space, and work training area are loaned.
LIMITING FACTORS:	Personnel to recruit students, information on adult basic education needs of the community, interest of local school board are major concerns; funds qualified teachers, organizational support, teacher trainers, are of some concern to the agency; current difficulties encountered are seating, lighting, heating and transportation of pupils.
FUNDS:	Private.
COLLABORATION:	No participation in Office of Economic Opportunity activities.
PLANS:	Not certain.
STUDENTS:	Total 16: nine women, ten non-white, six are between 18-25, four are between 26-40, six are 40 years and over and three part-time employed.

BOSTON YOUTH EDUCATIONAL ASSISTANCE
20 WHITTIER, BOSTON, MASSACHUSETTS 02120

DIRECTOR: James A. Travers

ESTABLISHED: 1961.

MAJOR GOALS: "To provide assistance to school dropouts and poorly trained high school youth who want a second chance in life."

ORGANIZATION: Incorporated, executive staff; city served.

STAFFING: This is a referral organization to various adult oriented schools; at present there are two referral agents operating with the agency; two full-time paid workers, three occasional staff on short-term projects; considers special teacher preparation desirable to teach adult basic education classes: in-service training, selected course work in adult education, previous teaching experience at the secondary or vocational level; teacher certification not required; considers vocational training more effective in teacher preparation than formal college education; discipline; "basic understanding, perserverance, insight, desire to teach adult basic education, previous teaching experience" are considered most contributory to effective adult basic education instruction.

LOCATION AND FACILITIES: Business section; school facilities are used; referral to Boston school and vocational centers.

LIMITING FACTORS: Funds, information concerning adult basic education needs of the community, national agencies' support, interest of local school board are of some concern.

FUNDS: Private.

COLLABORATION: Office of Economic Opportunity's Job Corps, Neighborhood Youth Corps, Public School Adult Basic Education - Title II B.

PLANS: To provide information to public schools and other community agencies; to concentrate efforts on 18 year olds through agency's Area Youth Program and referrals from other agencies.

STUDENTS: Total 34: 24 men, ten non-white, 12 part-time employed.

BOSTON YOUNG MEN'S CHRISTIAN ASSOCIATION
316 HUNTINGTON AVENUE, BOSTON, MASSACHUSETTS 02115

DIRECTOR: Rembert Garris.

ESTABLISHED: 1851, December.

MAJOR GOALS: "Help the individual discover and achieve his maximum potential".

ORGANIZATION: Executive staff; county, city, neighborhood and metropolitan areas served; national and regional affiliation.

STAFFING: A staff member is in charge of adult basic education programming: one full time, paid, professional, 20 part time paid workers, three engaged on short term projects; agency uses volunteers; considers special teacher preparation desirable to teach adult basic education classes through a degree in related discipline, selected course work in adult education, previous teaching experience at the informal adult education level; teacher certification not required; both formal college preparation and vocational training are considered important for teaching in adult basic education; a limited pre-service training and in-service training are provided through a three-hour discussion periodically; "knowledge of subject matter, student-centered concern, and competencies in adult education" are considered essential.

LOCATION AND FACILITIES: Classes are conducted in business section; facilities of voluntary organizations are used; classroom, office space, instructional materials are agency owned.

LIMITING FACTORS: Recruiting personnel, teacher trainers, qualified teachers, organizational support, support by national agencies, information concerning adult basic education needs of the community, interest of local school board, instructional materials, transportation of pupils are all factors of major concern to the agency.

FUNDS: Private sources.

COLLABORATION: Does not apply.

PLANS: "Provide foundation-supportive services for more students; continue present projects".

STUDENTS: Total 650: 350 women, 10 non-white, 100 between 18-25, 300 between 26-40, 250 are 40 years and over, all are full time employed.

DEPARTMENT OF MINISTRY TO MIGRANTS, MASSACHUSETTS COUNCIL OF CHURCHES

14 BEACON STREET, BOSTON, MASSACHUSETTS 02108

DIRECTOR: Howard T. Joslyn.

ESTABLISHED: 1955.

MAJOR GOALS: "To provide pastoral care to migrant agricultural workers particularly the Spanish-speaking; provide citizenship, literacy training, develop legislation and stimulate community acceptance".

ORGANIZATION: Executive staff; State served; cooperates with an agency conducting similar activities within the National Council of Churches.

STAFFING: A staff member is in charge of adult basic education programming, one full time professional paid woker, six part time workers; agency uses volunteers on most projects; considers special teacher preparation desirable to teach adult basic education classes through in-service training, previous teaching experience at the elementary level; teacher certification not required; does not consider formal college preparation more effective than vocational training of teachers of adult basic education; all agency staff are college trained; in-service training is provided through residential workshop.

LOCATION AND FACILITIES: Rural areas served; migrant workers housing projects are used; small tools, instructional materials are donated, rented or agency purchased; mobile units are agency purchased.

LIMITING FACTORS: Qualified teachers, and personnel for teacher training are of great concern.

FUNDS: Private sources.

COLLABORATION: Office of Economic Opportunity's Job Corps and Migrant Workers Programs.

PLANS: No information given.

STUDENTS: Total 200: all non-white, 20 between 18-26, 130 between 26-40, 50 are 40 years and over, all are employed.

EAST BOSTON SOCIAL CENTERS
68 CENTRAL SQUARE, EAST BOSTON, MASSACHUSETTS 02128

DIRECTOR: Clarence Jeffry

ESTABLISHED: 1918

MAJOR GOALS: To provide educational and recreational services; to extend programs to enrich the lives of individuals and groups toward self and community improvement.

ORGANIZATION: Elected officers, incorporated, executive staff; city and neighborhood served; dropped membership from National Federation of Settlements in 1965.

STAFFING: A staff member is in charge of adult basic education programs; 11 are full time paid workers, 18 part time paid workers, and 40 consultants are engaged for short-term summer projects, 29 of whom are engaged in Day Camp and related activities; considers special teacher preparation desirable to teach adult basic education courses through in-service training, a degree in related discipline, and previous teaching experience at the secondary school level; teacher certification is not required; considers formal college preparation more effective than vocational training for adult basic education teaching; both pre-service and in-service training are provided through week-end seminars, internship and weekday training sessions; agency considers motivation, sincerity, understanding the cultural background of students and persistence as those characteristics which most contribute to effective instruction in adult basic education.

LOCATION AND FACILITIES: Residential areas served; community and neighborhood centers are utilized, classroom and instructional materials are donated; wherever possible locally donated facilities are used.

LIMITING FACTORS: Qualified teachers, interest of local school board are major concerns; funds, recruiting personnel, organizational support, information concerning adult basic education needs of the community are factors of some concern also.

FUNDS: Private sources.

COLLABORATION: Office of Economic Opportunity's Job Corps, Neighborhood Youth Corps, Parent Groups, Aged.

PLANS: To continue exciting programs.

STUDENTS: Total 18: 12 men, 12 are between 18-26, 7 are full time employed, two part time, four seeking employment.

GREATER SPRINGFIELD COMMUNITY CENTERS ASSOCIATION, INC.
1421 MAIN STREET, SPRINGFIELD, MASSACHUSETTS 01103

DIRECTOR: Timothy J. Brick

ESTABLISHED: 1964, August

MAJOR GOALS: Not indicated.

ORGANIZATION: Elected officers, incorporated, executive staff; city, neighborhood, metropolitan areas served.

STAFFING: A staff member is in charge of adult basic education activities; 17 are full time, paid, 40 are part time whose employment varies with time of the year; approximately 75 paid staff serve as summer camp personnel; agency considers special teacher preparation desirable to teach or lead adult basic education classes through a degree in education or related discipline; teacher certification is not required; considers formal college preparation more effective than vocational training for classroom instruction; considers "subject matter competency, and ability to communicate it meaningfully to adults" essential to effective instruction in adult basic education.

LOCATION AND FACILITY: Residential areas of city are served; community and neighborhood centers are utilized; classroom, office space, small tools are rented; wherever possible, locally donated facilities are utilized.

LIMITING FACTORS: Funds, qualified teachers, personnel for teacher training, are agency's major concerns; support at organizational level, information concerning adult basic education needs of the community are of some concern; factors such as recruiting personnel, support by national agencies, interest of local school board, instructional materials and transportation of pupils are of little concern at the present time.

FUNDS: Private sources.

COLLABORATION: Office of Economic Opportunity's Job Corps, Neighborhood Youth Corps, Work Experience, Parent Groups.

PLANS: To expand current activities.

STUDENTS: Total 30: 26 women, 15 from Public Assistance rolls, 18 are 40 years and over, 12 seeking employment.

MASSACHUSETTS FEDERATION OF WOMEN'S CLUBS-BASIC ADULT EDUCATION PROJECT.

DIRECTOR: Mrs. Samuel Sleeper, Education Chairman.

ESTABLISHED: 1965, December

MAJOR GOALS: To gather data about adult basic education opportunities in the Commonwealth.

ORGANIZATION: Elected officers; city, State served; national affiliation.

STAFFING: A staff member is in charge of adult basic education activities: agency's work is entirely dependent on volunteers; committees are working on: listing of community organizations engaged in adult basic education; listing of governmental agencies engaged in adult basic education; listing of institutions of higher learning; listing of institutions which may be educational such as the unions, industries and Chamber of Commerce; interviewing with agencies is also volunteer responsibility.

LOCATION AND FACILITIES: Since agency is not engaged in adult basic education classes, facilities of various voluntary organizations are utilized; business, residential, rural areas are included.

LIMITING FACTORS: No information given.

FUNDS: Private.

COLLABORATION: None directly with Office of Economic Opportunity programs.

PLANS: To help adult non-readers to find available opportunities; to develop a systematic listing of adult basic education opportunities; to prepare a report of findings; to evaluate the research project in terms of future plans by Federation members in increasing and publicizing adult basic education opportunities.

STUDENTS: Classes are not conducted by the agency.

NEWTON YOUNG MEN'S CHRISTIAN ASSOCIATION
276 CHURCH STREET, NEWTON, MASSACHUSETTS 02158

DIRECTOR: Alex Miller, General Secretary

ESTABLISHED: 1877, October

MAJOR GOALS: Improvement of body, mind, spirit of all people.

ORGANIZATION: Elected officers, incorporated, executive staff; city and regional areas served; national, regional and international affiliation.

STAFFING: A staff member is in charge of adult basic education programming: one paid, professional engaged in adult education activities, seven engaged in related activities, 14 part time consultants, paid, engaged in short term projects; considers special teacher preparation desirable for effective adult basic education instruction: in-service training, selected course work in adult education; teacher certification not required; does not consider formal college preparation more effective than vocational training for adult basic education teachers; out-going pleasing personality, ability to express himself educational competency are essential to instruction of adults.

LOCATION AND FACILITIES: Suburbs of city, Y.M.C.A. facilities; classroom office space, work training area, small tools and instructional materials are agency owned.

LIMITING FACTORS: Difficulties agency is presently encountering are that of seating, materials and teaching aids, location in terms of student convenience.

FUNDS: Private.

COLLABORATION: None with Office of Economic Opportunity.

PLANS: Expansion in courses offered.

STUDENTS: Total 1,000: 700 women, 4 non-white, 200 between 18-25, 500 between 26-40, 300 are 40 years and over, 950 are full time or part time employed, 50 are not seeking employment.

NORTHERN EDUCATIONAL SERVICE, WINCHESTER SOUTH PROGRAM
31 WESTMINISTER STREET, SPRINGFIELD, MASSACHUSETTS

DIRECTOR: No name given.

ESTABLISHED: 1963, December.

MAJOR GOALS: Tutoring in deprived areas of Springfield.

ORGANIZATION: Incorporated; city served.

STAFFING: A staff member is in charge of adult basic education programming; one part time, paid, worker; agency uses volunteers; considers special teacher preparation desirable to teach adult basic education classes; teacher certification is required; considers a commitment to help the educationally handicapped essential for effective instruction in adult basic education.

LOCATION AND FACILITIES: Residential area; center's facilities used; students and teachers' homes; classroom is rented, instructional materials are donated.

LIMITING FACTORS: Personnel to recruit students, support by national agencies are of major concerns; current difficulties encountered are transportation, materials and teaching aids.

FUNDS: Office of Economic Opportunity.

COLLABORATION: Office of Economic Opportunity's Neighborhood Youth Corps, VISTA.

PLANS: To expand present activities.

STUDENTS: Total 38: 23 women, 11 non-white, 25 between 26-40 11 are part time employed.

PROJECT FOR ADULT LITERACY OF THE MASSACHUSETTS COUNCIL FOR PUBLIC SCHOOLS
16 ARLINGTON STREET, BOSTON, MASSACHUSETTS 02116

DIRECTOR: Mrs. Annette B. Krebs, Project Director.

ESTABLISHED: 1963.

MAJOR GOALS: "To teach reading skills to volunteer adults who are functionally illiterate or those having a reading ability of sixth grade level or below in any one reading skill; to test and evaluate progress; to undertake analyses which may clarify the causes of illiteracy in adults in order to provide more effective solutions to the problems of teaching".

ORGANIZATION: Executive staff; a project director appointed by chairman of the board of the Massachusetts Council for Public Schools; other staff appointed by director of the project; national, regional, city, neighborhood, metropolitan areas served; information gathered on this project is disseminated and pooled with other national programs; affiliation with the Council for Public Schools.

STAFFING: A staff member is in charge of adult basic education activities: number of part time and full time workers not indicated, there is an increase in staff; agency uses paid consultants and specialists as well as teacher-volunteers; considers special teacher preparation desirable to teach/lead adult basic education classes through in-service training, selected course work in adult education and "previous teaching experience of not a limiting or inhibiting nature"; pre-service and in-service training provided through four two-hour training sessions, continous professional supervision and periodic workshop experience; without adequate research analysis agency is unable to comment on those teacher characteristics which most contribute to effective instruction in adult basic education.

LOCATION AND FACILITIES: Business section, residential area served; church, school, community and neighborhood centers utilized; classroom and office space donated, office space is rented, small tools and instructional materials are agency purchased.

LIMITING FACTORS: In the early stages of development factors such as funds, personnel to recruit students, qualified teacher, organizational and national agencies' support, information concerning adult basic education needs of the community, instructional materials were of some concern; current difficulty is the "occasional need to change location to convenience the housing-host."

FUNDS: Government.

COLLABORATION: Office of Economic Opportunity's Corps, Neighborhood Youth Corps, College Work Study, Migrant workers; other cooperative efforts are now in process and planning stages.

PLANS: "To provide centers offering more training than now offered; to focus attention on aspects in the learning situation which interfere with learning or the practical use of learning; to provide referrals to appropriate agencies in finding solution to their needs."

STUDENTS: Total 274: 197 men, 77 Negro, two Puerto Ricans, Unknown 11, 67 are 16-20, 71 are 12-28, 69 are 29-39, 64 are 40-77, Unknown three, employed 167, unemployed 107.

ROXBURY FEDERATION OF NEIGHBORHOOD CENTERS
14 JOHN ELIOT SQUARE, ROXBURY, MASSACHUSETTS 02119

DIRECTOR:	Robert March
ESTABLISHED:	1964.
MAJOR GOALS:	"To improve community life through educational, social and cultural programs utilizing local leadership at all levels of operation".
ORGANIZATION:	Incorporated; city served; national affiliation.
STAFFING:	A staff member is in charge of adult basic education activities: one full time, paid, three part time paid workers, one volunteer specialist; considers special teacher preparation desirable to teach/lead adult basic education lcasses; teacher certification not required; agency accepts formal college preparation as well as practical training for classroom instruction; pre-service and in-service training are provided through in-service training, self-study and informal orientation; "subject matter competency and sensitivity to needs of low-income adults "are considered essential to effective instruction in adult basic education.
LOCATION AND FACILITIES:	Community and neighborhood centers are utilized; instructional materials are agency purchased.
LIMITING FACTORS:	Information concerning adult basic education needs of the community, interest of local school board are agency's major concern; personnel to recruit students, qualified teachers, support at organizational level are of some concern; current difficulty is mainly of location in terms of student convenience.
FUNDS:	Private.
COLLABORATION:	Office of Economic Opportunity's Neighborhood Youth Corps, Work Experience, Parent-Groups, Aged, Consumer and Buyers Education, VISTA.
PLANS:	To expand home-tutorials for adult illiterates; to develop and promote adult basic education classes for Spanish-speaking people.
STUDENTS:	Total 50: 40 are women, 10 are 18-25, 20 between 25-40, 10 are 40 years.

UNITED CHURCH WOMEN OF MASSACHUSETTS
79 MARLBOROUGH STREET, BOSTON, MASSACHUSETTS 02116

DIRECTOR:	Mrs. Clarence A. Dauber
ESTABLISHED:	1958
MAJOR GOALS:	"To unify church women in an inter-denominational organization".
ORGANIZATION:	Elected officers; State served; national affiliation.
STAFFING:	Agency is entirely dependent on volunteers; adult basic education program is developed and implemented through committee; considers special teacher preparation desirable to teach adults: in-service training: teacher certification not required.
LOCATION AND FACILITIES:	No information given.
FUNDS:	Private.
COLLABORATION:	Agency's volunteers assist in all of Office of Economic Opportunity's projects in the State.
PLANS:	No information given.
STUDENTS:	No information given.

YOUNG WOMEN'S CHRISTIAN ASSOCIATION OF WORCESTER, MASSACHUSETTS
2 WASHINGTON STREET, WORCESTER, MASSACHUSETTS 01608

DIRECTOR:	Miss Elizabeth M. Campbell
ESTABLISHED:	1887, June.
MAJOR GOALS:	"To help prepare girls so that they can best perform the multiple roles they may carry concurrently or successively as worker, wife, mother, citizen consumer, community leader; helping girls and women meet the challenges of the new leisure."
ORGANIZATION:	Elected officers, incorporated, executive staff; county, city, neighborhood served; national affiliation.
STAFFING:	A staff member is in charge of adult basic education programming: 11 full time, five part time paid workers, 85 consultants and specialist are employed on short term projects; agency considers special teacher preparation desirable to teach/lead adult basic education classes through in-service training, degree in related discipline, selected course work in adult education; teacher certification not required though agency employed a graduate to teach theSpalding Reading Institute; provides in-service training for teacher-volunteers through institutes; characteristics such as "concern for others subject matter competency, motivating people to learn, ability to communicate, enthusiasm" contribute to effective instruction in adult basic education.
LOCATION FACILITIES:	Business section; facilities of the YWCA are used; classroom space is donated.
LIMITING FACTORS:	Funds, personnel to recruit students, qualified teachers, personnel for teacher training are agency's major concerns.
FUNDS:	Private.
COLLABORATION:	Job Corps, Neighborhood Youth Corps, Head-Start Mothers, Neighborhood Council, Junior Volunteers
PLANS:	To continue the Spalding Reading Institute; to continue training volunteer-teachers for other community organizations; to provide supervision and consultation.
STUDENTS:	Total 242: 239 women, 242 are between 18-25, 5 are employed of whom three are on full time basis.

EAST BOSTON SOCIAL CENTERS
68 CENTRAL SQUARE, EAST BOSTON, MASSACHUSETTS 02128

DIRECTOR: Clarence Jeffry.

ESTABLISHED: 1918.

MAJOR GOALS: Educational, recreational services; programs to enrich the lives of individuals, and groups toward community improvement.

ORGANIZATION: Elected officers, incorporated, executive staff; city and neighborhood served; dropped membership from National Federation of Settlements in 1965.

STAFFING: A staff member is in charge of adult basic education programming: 11 full-time paid workers, 18 part-time paid workers, 40 consultants are engaged for short term summer projects, 29 for Day Camp and related activities; considers special teacher preparation desirable to teach adult basic education courses: in-service training, a degree in related discipline, previous teaching experience at the secondary school level; teacher certification not required; considers formal college preparation more effective than vocational training for adult basic education teaching; both pre-service and in-service training are provided; weekend seminar, internship and weekday seminars; "motivation, sincerity, understanding the cultural background of students and persistence" are considered as those characristics which most contribute to effective instruction in adult basic education.

LOCATION AND FACILITIES: Residential area; community and neighborhood centers; classroom and instructional materials are donated.

LIMITING FACTORS: Qualified teachers, interest of local school board are major concerns; funds, recruiting personnel, organizational support, information concerning adult basic education needs of the community are factors of some concern.

FUNDS: Private.

COLLABORATION: Office of Economic Opportunity's Job Corps, Neighborhood Youth Corps, Parent-Groups, Aged.

PLANS: Have no plans.

STUDENTS: Total 18: 12 men, 12 are between 18-26, 7 are full-time employed, 2 part-time, 4 seeking employment.

GREATER SPRINGFIELD COMMUNITY CENTERS ASSOCIATION, INC.
1421 MAIN STREET, SPRINGFIELD, MASSACHUSETTS 01103

DIRECTOR: Timothy J. Brick.

ESTABLISHED: 1964, August.

MAJOR GOALS: Not indicated.

ORGANIZATION: Elected officers in corporated, executive staff; city, neighborhood, metrolpolitan areas served.

STAFFING: A staff member is in charge of adult basic education activities: 17 are full time paid 40 part-time whose employment varies with time of the year, approximately 75 paid, serve as summer camp personnel; considers special teacher preparation desirable to teach/lead adult basic education classes: a degree in education is desirable; teacher certification not required; considers formal college preparation more effective than vocational training for classroom instruction; considers "subject matter competency, and ability to communicate it meaningfully" essential to effective instruction in adult basic education.

LOCATION AND FACILITY: Residential area of city served; community and neighborhood centers utilized; classroom, office space, small tools are rented.

LIMITING FACTORS: Funds, qualified teachers, personnel for teacher training, are agency's major concerns; support at organizational level, information concerning adult basic education needs of the community are of some concern; factors such as recruiting personnel, support by national agencies, interest of local school board, instructional materials and transportation of pupils are of little concern at this time.

FUNDS: Private.

COLLABORATION: Office of Economic Opportunity's Job Corps, Neighborhood Youth Corps, Work Experience, Parent-Groups.

PLANS: To expand current activities.

STUDENTS: Total 30: 26 women, 15 from Public Assistance rolls, 18 are 40 years and over, 12 seeking employment.

MICHIGAN

ALLIED EDUCATIONAL COUNCIL
P. O. BOX 78, GALIEN, MICHIGAN 49113

DIRECTOR: E. W. Bond, Respondent.

ESTABLISHED: 1963.

MAJOR GOALS: "To develop and distribute essential educational materials."

ORGANIZATION: Incorporated, executive staff; serves nationally.

STAFFING: A staff member is in charge of adult basic education programing: six full time, paid, professional workers; considers special teacher preparation desirable to teach Adult Basic Education classes: in-service training.

LOCATION AND FACILITIES: Not applicable.

LIMITING FACTORS: Not applicable.

FUNDS: Private.

COLLABORATION: No information given.

PLANS: To continue preparing and distributing beginning reading and elementary level materials; to provide simple foreign language materials.

STUDENTS: Not applicable.

ANN ARBOR COMMUNITY CENTER, INC.
625 N. MAIN STREET, ANN ARBOR, MICHIGAN

DIRECTOR: Walter W. Hill

ESTABLISHED: 1924, January

MAJOR GOALS: Provide educational, cultural, civic social needs for all ages of both sexes.

ORGANIZATION: Elected officers, incorporated, executive staff; city and neighborhood served; national affiliation with the National Federation of Settlements.

STAFFING: A staff member is not in charge of adult basic education: four full time, paid workers, three part-time paid, 20 are engaged as consultants on short term projects; agency uses volunteers; considers special teacher preparation desirable to teach adult basic education classes: a degree in education, selected course work in adult education, previous teaching experience at the elementary or secondary level; teacher certification is required; formal college preparation is considered more effective than vocational training for adult basic education teaching; pre-service training is provided: institutes, internship.

LOCATION AND FACILITIES: Residential area of city; facilities of voluntary agencies are utilized.

LIMITING FACTORS: Funds, personnel to recruit students are of major concern; other factors such as support at organizational level and by national agencies information concerning adult basic education needs of the community interest of local school board, instructional materials are of some concern to the agency.

FUNDS: No information given.

COLLABORATION: No information given.

PLANS: To cooperate with the local adult basic education program in providing classes.

STUDENTS: No information given.

AREA SERVICE ASSOCIATION
195 WEST 9 MILE ROAD, FERNDALE, MICHIGAN 48220

DIRECTOR: Henry E. Reid, ACSW.

ESTABLISHED: 1933, March.

MAJOR GOALS: "To foster wholesome neighborhood conditions; to contribute to the strengthening of family ties; to promote the individual's growth to his greatest potential."

ORGANIZATION: Executive staff; neighborhood served; national affiliation.

STAFFING: A staff member is in charge of adult basic education programing: one full time, paid, one part-time paid worker; agency uses volunteer-teachers; considers special teacher preparation desirable to teach/lead adult basic education classes: considers a degree in a related discipline, selected course work in Adult Education desirable; teacher certification not required; agency provides pre-service training for teacher volunteers through community council experience.

LOCATION AND FACILITIES: Suburb of city; church, school, homes of participants are used; office space is donated.

LIMITING FACTORS: Information concerning adult basic education needs of the community is agency major concern; current difficulty is in terms of materials and teaching aids.

FUNDS: Private.

COLLABORATION: Office of Economic Opportunity's Parent-Groups.

PLANS: Future plans depend on the availability of funds.

STUDENTS: Total 295: 185 women, 90 non-white, 110 from Public Assistance rolls, 125 are employed of whom 95 are employed full time, 30 are seeking employment.

LITERACY PROJECT OF THE YOUNG WOMEN'S CHRISTIAN ASSOCIATION OF GRAND RAPIDS, MICHIGAN
25 SHELDON, S.E., GRAND RAPIDS, MICHIGAN 49500

DIRECTOR: Miss Marguerite Manzer
Miss Dorothy Gorby, Director of local literacy project.

ESTABLISHED: 1965, December; this program is a pilot project being oncducted by the National Board of the YWCA; experiences gained here have been utilized in two other YWCA projects.

MAJOR GOALS: To teach adults to read and write English.

ORGANIZATION: Elected officers; executive staff; city, neighborhood, metropolitan areas served; national and international affiliation.

STAFFING: An agency member is in charge of adult basic education programing: agency's entire adult literacy education activities are dependent on volunteers; considers special teacher preparation desirable to teach/lead adult basic education classes through in-service training, or selected course work in adult education, previous teaching experience; teacher certification not required; agency unable to determine the effectiveness of formal college preparation over vocational training hence unable to make generalizations; agency's experiment with "direct-creative-reaction of the teacher to the group" is being studied; considers adaptability, sympathy with the students, ability to make teaching sessions as interesting as possible essential to effective instruction in adult basic education.

LOCATION AND FACILITIES: Residential areas of the city covered; equipment and facilities used in adult basic education are agency owned.

LIMITING FACTORS: Agency's major concerns are personnel and "proven recruiting methods"; of some concern is support at organizational level; of little concern are funds, qualified teachers, personnel for teacher training, support by national agencies, information concerning adult basic education needs of the community, interest of local school board, instructional materials, transportation of pupils; current operational problems center around recruiting, "mixing of middle class and indigenous volunteers effectively" and continuity in attendance.

FUNDS: Private; project is part of YWCA on-going activities.

COLLABORATION: None indicated.

PLANS: "To reach and recruit the isolated illiterate housewife; to involve more local groups in adult basic education activities; to develop a listing of available resources in the community to which those desirous may be referred for further adult basic education instruction."

STUDENTS: Total three: all women.

MICHIGAN CATHOLIC CONFERENCE AND JOB TRAINING CENTER, INC.
524 TOWNSEND, LANSING, MICHIGAN

DIRECTOR:	William R. Ford
ESTABLISHED:	1964, February
MAJOR GOALS:	"To recruit, interview in depth, test adults who are unemployed, underemployed to provide recruits for the Multi Occupational Basic Education Project for the purpose of experimentation and demonstration."
ORGANIZATION:	No formal organization; State, county, region neighborhood and city served.
STAFFING:	A staff member is in charge of adult basic education programing, two full time, paid workers; agency uses volunteers; in-service training, elementary or secondary level teaching experience; teacher certification not required; considers that teacher must have a feeling for "this type of person and an understanding of their problems" in order to be effective in classroom instruction.
LOCATION AND FACILITIES:	Business section; school premises utilized, small tools and instructional materials are agency purchased.
LIMITING FACTORS:	Transportation of pupils is a major concern; factors such as recruiting personnel, support at organizational level and national agencies, information concerning adult basic education needs of the community and interest of local school board are of some concern; current difficulties are seating, lighting, transportation, materials and teaching aids, and location in terms of student convenience.
FUNDS:	Government.
COLLABORATION:	No information given.
PLANS:	No information given.
STUDENTS:	Total 290: 143 women, 133 non-white, 52 are from Public Assistance rolls, 20 are part-time employed.

MICHIGAN MIGRANT OPPORTUNITY, INC.
528 NORTH WASHINGTON AVENUE, LANSING, MICHIGAN 48933

DIRECTOR:	James McClure.
ESTABLISHED:	1965, April
MAJOR GOALS:	"To aid migrants and ex-migrants to improve their lot in life by providing adult basic education, day care services, youth education, job training, housing improvement."
ORGANIZATION:	Incorporated, executive staff; State and city served.
STAFFING:	A staff member is in charge of adult basic education programing: two paid, full time workers, 12 paid part-time workers, occasional staff engaged for short term projects; does not consider formal teacher preparation necessary to teach adult basic education; in-service training required; teacher certification not required; "some of our best teachers have had no formal college training"; agency uses volunteers; pre-service and in-service training provided: institutes, self-study; considers a desire to teach , has imagination, has the ability to use an unstructured situation to the best interest of the migrant are considered as those most contributory to effective Adult Basic Education instruction.
LOCATION AND FACILITIES:	Rural areas and hamlets; church, school, community and neighborhood center; agency's facilities and equipment used in adult basic education such as classroom, office space, work area, small tools, instructional materials are either loaned, donated or rented.
LIMITING FACTORS:	Support by national agencies, interest of local school board are of some concern.
FUNDS:	Office of Economic Opportunity's Title III B.
COLLABORATION:	VISTA and Title III B of the Office of Economic Opportunity program.
PLANS:	To provide stimulation in the community so that the public school system and the community action project may be able absorb this activity.
STUDENTS:	Total 200.

MOTT ADULT READING CENTER
965 7th. FLINT, MICHIGAN

DIRECTOR: Byron E. Champman

ESTABLISHED: 1963, February

MAJOR GOALS: "To create and develop instructional reading materials for teaching reading to undereducated adults; including remedial reading programs for the public schools."

ORGANIZATION: Executive staff; division of the Mott Foundation, Flint, Michigan; nation, State, neighborhood served; national and State affiliation.

STAFFING: A full time, paid, staff member is in charge of adult basic education programs; agency considers special teacher preparation desirable to teach/lead adult basic education classes through in-service training, a degree in education, a degree in related discipline; previous teaching experience at the elementary and secondary level recommended; teacher certification required; agency provides in-service training through weekend seminars, institutes and self-study; considers personal characteristics such as "a desire to help, love for people, patience, calm spirit, friendly, and ability to maintain a sustained motivation" essential to effective instruction in adult basic education.

LOCATION AND FACILITIES: Suburbs of city and residential area served; church, school, community and neighborhood centers are utilized; agency's facilities and equipment used in adult basic education are donated; works mostly through the public school system.

LIMITING FACTORS: General support by national agencies, and transportation of pupils are of some concern; current difficulty is mainly in recruitment of students.

FUNDS: Government sources.

COLLABORATION: Office of Economic Opportunity's Job Corps, Neighborhood Youth Corps, Public School Adult Basic Education - Title II B, Parent-Groups, Migrant workers, VISTA.

PLANS: "To develop a research laboratory to produce world wide literacy materials and remedial programs in reading."

STUDENTS: Total 650: 413 women, 226 are from Public Assistance rolls, 177 are employed of whom 74 are employed on a full time basis, 93 are seeking employment, 312 are not seeking employment.

NATIONAL GRANGE
5875 MONTBELLO, MICHIGAN 48840

DIRECTOR:	W. J. Brake, Lecturer
ESTABLISHED:	1867, December
MAJOR GOALS:	"To serve rural people through education, legislations, fraternal and community service."
ORGANIZATION:	Elected officers, incorporated; nation, State, county, neighborhood served; there are 38 State Granges, 900 county or Pomona Granges, 7000 local or subordinate granges in addition to junior granges for children.
STAFFING:	A staff member is in charge of adult basic education activities: three full time and two are part-time, paid workers; considers special teacher preparation desirable to teach/lead adult basic education classes through in-service training, selected course work in adult education, or previous teaching experience; agency does not conduct literacy classes but uses the conference system and correspondence systems of instruction; each local county appoints an educational director, a program chairman annually or bi-annually to plan adult basic education activities; teachers must have enthusiasm in order to contribute to effective instruction in Adult Basic Education.
LOCATION AND FACILITIES:	Rural areas served.
LIMITING FACTORS:	Funds.
FUNDS:	Private.
COLLABORATION:	Community development project known as the Community Progress Program co-sponsored by National Grange and Sears Roebuck Foundation.
PLANS:	None indicated.
STUDENTS:	None indicated.

OPERATION ALPHABET OF KALAMAZOO
4107 W. MAIN, KALAMAZOO, MICHIGAN 49007

DIRECTOR: Mrs. Martha Beauchampet, President

ESTABLISHED: 1964, June.

MAJOR GOALS: "To enrich and expand Operation Alphabet T.V. program through tutoring."

ORGANIZATION: Elected officers, committees for adult basic education; county, city and region served.

STAFFING: A chairman of literacy committee: six volunteers on part-time basis; agency's entire program is dependent on volunteers; considers special teacher preparation desirable for adult basic education instruction; teacher certification not required; agency provides demonstration at workshops; considers kindliness, patience, sense of humor, ability to be persistent as those characteristics most contributroy to effective adult basic education instruction.

LOCATION AND FACILITIES: Business section; church facilities utilized; classroom is donated.

LIMITING FACTORS: Personnel to recruit students and location in terms of student convenience are major concerns.

FUNDS: Private; some teaching supplies are contributed by Office of Economic Opportunity.

COLLABORATION: Office of Economic Opportunity's Adult Basic Education Center.

PLANS: To continue as a Reading Center for the area; develop Each-One-Teach-One Tutoring program.

STUDENTS: Total 25: 23 men, one non-white, eight are between 18-25, 18 between 26-40, 22 are full time employed, three are seeking employment, six are from Public Assistance rolls.

MISSOURI

ADULT EDUCATION COUNCIL OF GREATER ST. LOUIS
724 UNION BOULEVARD, ST. LOUIS, MISSOURI 63108

DIRECTOR:	Currently unfilled.
ESTABLISHED:	1937, December
MAJOR GOALS:	To improve and initiate education opportunities for adults in Greater St. Louis area - serve as information center on courses for adults; motivate adults in continuing education.
ORGANIZATION:	Elected officers, incorporated as non-profit, executive staff; metropolitan area served; national affiliation with the Adult Education Association of the U.S.A. and National Association for Public School Adult Education.
STAFFING:	Does not provide adult literacy classes within last two years; an information center is maintained for referrals, and counsel on Adult Basic Education; agency uses volunteers; serves as catalyst, motivator in recruiting students and directing them to the appropriate agencies; educational workshops and seminars are provided.
LOCATION AND FACILITIES:	No information given.
LIMITING FACTORS:	No information given.
FUNDS:	Private; membership subscription.
COLLABORATION:	Refer students who need adult basic education to the Office of Economic Opportunity sponsored literacy classes, recruit, motivate students; coordinate other activities with the public schools.
PLANS:	To continue providing referral services.
STUDENTS:	Service handles approximately 10,000 inquiries from adults seeking Adult Basic Education opportunities.

CATHOLIC COMMUNITY SERVICES
1026 FOREST, KANSAS CITY, MISSOURI

DIRECTOR: Neal D. Colby, Jr.

ESTABLISHED: 1962.

MAJOR GOALS: "To provide services to those community members who are in need; to provide services and programs using the group method as technique of involving people in these activities."

ORGANIZATION: Executive staff; county city, particularly the inner core poverty area; national, State, regional and international affiliation with Catholic Charities.

STAFFING: A staff member is in charge of adult basic education programs: five full time, paid, one part-time paid, occasional consultants engaged as need arises; agency uses volunteer-teachers; considers special teacher preparation desirable to teach/lead adult basic education classes; the kind of teacher preparation required varies with subject matter taught and clientele served; teacher certification not required; pre-service and in-service training provide through weekend seminars, institutes and individual supervision on an educational level; ability to relate and hold the interest of the clientele and not particularly "intellectual excellence" which is considered essential to effective instruction in adult basic education.

LOCATION AND FACILITIES: Business section, suburbs of city are covered; church, school buildings are used; classroom and work training area donated; office space, small tools are agency purchased; instructional materials are partly agency purchased, loaned, donated or rented.

LIMITING FACTORS: None indicated at the present time.

FUNDS: Private.

COLLABORATION: Office of Economic Opportunity's Job Corps, Neighborhood Youth Corps, Public School Adult Basic Education - Title II B, Work Experience, Parent-Groups, Aged.

PLANS: "To provide tutoring to individuals and family life education to young adults; to provide preparation for high school equivalency examinations; to provide institutes for social welfare."

STUDENTS: Total 400: 200 men, 50% non-white, 75% between 18-26, 12% between 26-40, 12% are 40 and over, 12% are full-time employed, 75% seeking employment.

GUADALUPE CENTER
1015 WESTZ 23RD STREET, KANSAS CITY, MISSOURI 64108

DIRECTOR:	Sister Michaela
ESTABLISHED:	1927.
MAJOR GOALS:	"To provide counseling, recreational activities, group and individual services to members residing in the Latin American neighborhood around the Settlement House; to provide more effective referrals to appropriate agencies."
ORGANIZATION:	Elected officers, incorporated, executive staff; neighborhood served; national affiliation.
STAFFING:	A staff member is in charge of adult basic education programing: five full time, paid, four part-time, paid, and 13 volunteer-teachers assigned to specific adult basic education activities; agency uses volunteers; considers special teacher preparation desirable to teach/lead adult basic education classes: in-service training, a degree in education, selected course work in adult education, previous teaching experience; agency requires that teachers be working toward a certification; considers formal college preparation more effective than vocational training for instruction innadult basic education; expects teachers to have a sense of dedication and other personal characteristics of dedicated personnel who are attemping similarly to help people help themselves.
LOCATION AND FACILITIES:	Residential area of city; facilities to community and neighborhood centers are used; classroom space is donated.
LIMITING FACTORS:	Funds, instructional materials are major concerns; factors such as personnel to recruit students, qualified teachers, information concerning adult basic education needs of the community, insterest of local school board are of some concern to the agency; current difficulty is mainly in terms of materials and teaching aids.
FUNDS:	Private.
COLLABORATION:	Office of Economic Opportunity's Job Corps, Neighborhood Youth Corps, Work Experience, Public School Adult Basic Education - Title II B, Parent-Groups, Aged, VISTA.
PLANS:	None indicated.
STUDENTS:	Total 52: 40 women, five non-white, 50 are between 26-40.

MISSOURI ADULT EDUCATION ASSOCIATION
DEPARTMENT OF EDUCATION, UNIVERSITY OF MISSOURI, COLUMBIA, MISSOURI

DIRECTOR:	Miss Merea Williams, Secretary
ESTABLISHED:	1950.
MAJOR GOALS:	Provide communication among adult educators in Missouri; coordinate adult education activities.
ORGANIZATION:	Elected; State served; national affiliation.
STAFFING:	Agency uses volunteers; considers special teacher preparation desirable to teach or lead adult basic education classes: in-service training, a degree in related discipline, selected course work in adult education or previous teaching experience at the secondary level; agency conducts periodic in-service training; considers characteristics such as sensitivity to people, understanding special problems of illiterate adults as those which most contributes to effective instruction in adult basic education.
LOCATION AND FACILITIES:	Not applicable.
LIMITING FACTORS:	Not applicable.
FUNDS:	Private.
COLLABORATION:	Not applicable.
PLANS:	Encourage agency members and community agencies to seek opportunities to serve the illiterate.
STUDENTS:	Not applicable.

VOLUNTEER ADULT EDUCATION PROGRAM - V. A. E. P.
1321 CLARK STREET, ST. LOUIS, MISSOURI 63104

DIRECTOR:	James E. Wright
ESTABLISHED:	1965, September.
MAJOR GOALS:	To provide adult basic education - literacy training; to provide preparation for high school equivalency examination; to provide business courses for low-income adults, particularly the Negro population which falls in this category.
ORGANIZATION:	The Director is hired by the Human Development Corporation; city and metropolitan areas covered; currently one of the 21 programs is operating in St. Louis county.
STAFFING:	A staff member is in charge of adult basic education programing: seven full-time administrative assistants are employed in various adult basic education activities; 40 are employed on a part-time basis; approximately 625 volunteer-teachers are assigned to adult basic education; agency considers special teacher preparation desirable to teach/lead adult basic education classes: in-service training, previous teaching experience at the elementary or secondary level; teacher certification not required; pre-service and in-service training is provided through weekend seminars, two-day orientation in adult psychology, and monthly one-hour workshops; characteristics such as "willingness to learn, interest in students, willingness to learn and appreciate the different backgrounds of students, ability to realize that education and knowledge may be exchanged between student and teacher, " essential to effective instruction in adult basic education.
LOCATION AND FACILITIES:	Business section, residential area, semi-rural areas covered; church, school facilities of voluntary organizations, community and neighborhood centers are used; classroom, office space, work area, small tools are donated; instructional materials are agency purchased.
LIMITING FACTORS:	Interest of local school board, instructional materials are agency's major concerns; of some concern are funds, qualified teachers, support by national agencies; of little concern are recruiting personnel, support at organizational level, teacher training personnel, information concerning adult basic education needs of the community, and transportation of pupils; current difficulties are in terms of transportation of volunteer-tutors, materials and teaching aids.
FUNDS:	Government; Office of Economic Opportunity - Title III
COLLABORATION:	Office of Economic Opportunity's Neighborhood Youth Corps, Adult Basic Education, Work Experience and VISTA.

PLANS:	To provide literacy training for approximately 3500 adults within the coming year; to add additional literacy centers; to expand initial orientation by inviting well-known authorities in adult basic education; to expand and improve in-service training program; to develop experimental programs with McGraw-Hill Company; to submit a proposal to "War on Poverty" for funds to hire teachers for those desiring to attend additional classes during the week.
STUDENTS:	Total 2300: 2000 women, 2000 non-white, 700 between 18-25, 1200 between 26-40, 400 are 40 years and over, 2000 are full-time employed, 300 are seeking employment.

MINNESOTA

MIDLAND COOPERATIVES, INC.
739 JOHNSON STREET, N.E. MINNEAPOLIS, MINNESOTA 55413

DIRECTOR: A. J. Smaby, Manager

ESTABLISHED: 1926.

MAJOR GOALS: To provide goods and services to members on co-operative basis.

ORGANIZATION: Incorporated, executive staff: region served; national, international affiliation.

STAFFING: A staff member is not in charge of adult basic education programing, does not consider formal preparation in adult basic education required for teaching; teacher certification is not required; considers patience, interest, understanding, an open mind as essential to effective instruction in adult basic education.

LOCATION AND FACILITIES: Suburbs, rural areas; board room and halls in local communities are utilized; work training area, instructional materials, mobile units are loaned; classroom and office space are donated.

LIMITING FACTORS: Support at organizational level, information concerning adult basic education needs of the community, materials and teaching aids are of major concern; other factors such as recruiting personnel, qualified teachers, teacher trainers, interest of local school board are of some concern to the agency.

FUNDS: Private.

COLLABORATION: Office of Economic Opportunity's Rural Loans, Small Business, Public School Adult Basic Education, Consumers and Buyers Education programs.

PLANS: To continue at the same level.

STUDENTS: Total 1600: 1500 men, 10 percent non-white, 10 percent between 18-26, 30 percent between 26-40, 60 percent are 40 years and over, 95 percent are full time workers.

TRI-VALLEY OPPORTUNITY COUNCIL, INC.
116 W. ROBERT, CROOKSTON, MINNESOTA 56716

DIRECTOR: Harold M. Johnson

ESTABLISHED: 1965, June.

MAJOR GOALS: Incorporated, executive staff, three counties served; national affiliation.

STAFFING: Four full-time, paid workers, 10 part-time, paid workers, 1-10 consultants engaged on short term projects; considers special teacher preparation desirable to teach adult basic education classes; a degree in related discipline, previous teaching experience at the secondary level; teacher certification not required; considers formal college preparation more effective; agency conducts pre-service training: institutes; the teacher must be competent in her subject, be able to communicate with the students, and knowledge of audio-visual equipment are essential for effective adult basic education instruction.

LOCATION AND FACILITIES: Personnel to recruit students, qualified teachers, support at organizational level are major concerns, teacher trainers, support by national agencies, information concerning adult basic education needs of the community, instructional materials are of some concern.

FUNDS: Have applied for government funds.

COLLABORATION: Office of Economic Opportunity's Neighborhood Youth Corps, Public School Adult Basic Education - Title II B, Small Business, Migrant Workers, Aged.

PLANS: Train women in home-making; follow-up on medicare; coordinate employment opportunities; provide on-the-job-training.

STUDENTS: No information given.

MISSISSIPPI

THE ADULT EDUCATION PROJECT OF THE AARON E. NORMAN FUND
BOX 109, TOUGALOO, MISSISSIPPI

DIRECTOR: Mary Varela

ESTABLISHED: Not indicated

MAJOR GOALS: "To develop adult education programs around people's felt needs; to prepare and disseminate simply prepared instructional materials and audio-visual teaching aids."

ORGANIZATION: Elected officers, executive staff; city, neighborhood, State, and South served; national affiliation.

STAFFING: A staff member is in charge of adult basic education activities; agency uses volunteers.

LOCATION AND FACILITIES: Business section, residential and rural areas and suburbs covered; church, school, facilities of voluntary organizations used.

LIMITING FACTORS: Inadequate instructional materials, inadequacy of Negro involvement in decision making activities.

FUNDS: Private.

COLLABORATION: With other voluntary agencies.

PLANS: To provide through adult education activities the creation of independent political parties, the inauguration of agricultural, small business, housing cooperatives, building of homes, small industry, registering of people to vote, to prepare and distribute simple texts and other teaching aids.

STUDENTS: Most of the South covered.

CITIZENSHIP EDUCATION
611 BAIRD, CLARKSDALE, MISSISSIPPI

DIRECTOR: Mrs. Vera Mae Piegeo

ESTABLISHED: 1962, January.

MAJOR GOALS: "To help adults to help themselves by learning to read and write English in order to pass literacy test to register and vote."

ORGANIZATION: Elected officers, incorporated, executive staff; county, city, neighborhood served; national affiliation.

STAFFING: An agency member is in charge of adult basic education programing: in-service training, a degree in education, selected course work in adult education; teacher certification not required; considers formal college preparation more effective than vocational training; agency conducts in-service training through weekend seminars, residential workshops; must be experienced, and must be able to persuade students to attend classes.

LOCATION AND FACILITIES: Business section, residential and rural areas, served; church, cafe and beauty saloons utilized for holding classes; classroom space, office work training area are rented, small tools are partly agency purchased and partly donated, instructional materials are donated.

LIMITING FACTORS: Funds, qualified teachers, personnel for teacher training, information concerning adult basic education needs of the community, instructional materials, transportation of pupils are major concerns; current operational difficulties are seating and transportation.

FUNDS: Private.

COLLABORATION: Office of Economic Opportunity's Work Experience, Adult Basic Education, Migrant Workers Programs.

PLANS: Classes are held three months a year; no plans are made for the coming year.

STUDENTS: Total 70: 50 women, 60 are 40 years and over, five are seeking employment.

MISSISSIPPI LITERACY PROGRAM OF THE SOUTHERN CHRISTIAN LEADERSHIP CONFERENCE

1223 TEXAS STREET, NATCHEZ, MISSISSIPPI.

DIRECTOR:	Mrs. Mannie J. Parker.
ESTABLISHED:	Not indicated.
MAJOR GOALS:	"To train adults for citizenship that will enable them to pass literacy tests for voting and also involve them in the mechanics of reading and writing."
ORGANIZATION:	Executive staff; serves city, neighborhood and county; national affiliation.
STAFFING:	A staff member is in charge of adult basic education programs: 6 full time workers, one consultant; considers special teacher preparation desirable to teach/lead adult basic education classes through selected course work in adult education; teacher certification is required; several of agency's teachers are of public school background; agency uses volunteers for whom pre-service training is provided; "teachers must be ready to give the best of their ability to the students."
LOCATION AND FACILITIES:	Residential area of city served; classes are held in private homes.
LIMITING FACTORS:	None indicated.
FUNDS:	Private sources.
COLLABORATION:	None indicated.
PLANS:	"To provide new, and better instructional materials for adult basic education activities."
STUDENTS:	Number not indicated.

STAR, INC.
1201 FIRST NATIONAL BANK BUILDING, JACKSON, MISSISSIPPI 39201

DIRECTOR:	William T. Bush
ESTABLISHED:	1965, July.
MAJOR GOALS:	"To render literacy training to illiterate poverty stricken adults in the State of Mississippi in order to improve their job opportunities."
ORGANIZATION:	Incorporated; State served; national affiliation with Office of Economic Opportunity.
STAFFING:	A staff member is in charge of adult basic education programing; 320 full time paid workers, 10 occasional staff engaged on short term projects; agency does not use volunteers; considers special teacher preparation desirable to teach/lead adult basic education classes: in-service training, a degree in education, selected course work in Adult Education, previous teaching experience in special education; teacher certification not required; considers formal college preparation is more effective than vocational training for teachers of adult basic education; considers professional competency and ability to emphasize dedication to the program.
LOCATION AND FACILITIES:	Rural and semi-urban areas; church, school facilities used; instructional materials are agency purchased; classroom space, office space and small tools are loaned.
LIMITING FACTORS:	Funds, qualified teachers, information concerning adult basic education needs of the community, instructional materials transportation of pupils are of some concern; current difficulties: lighting, transportation, heating.
FUNDS:	Government.
COLLABORATION:	Office of Economic Opportunity's Adult Basic Education, Parent-Groups and other programs.
PLANS:	To upgrade the present level of instruction; to increase the number of adult basic education centers; provide research on reasons for student dropouts and why some students appear to be unable to profit from the instruction.
STUDENTS:	Total 1357: 885 women, 1188 are non-white.

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NEW MEXICO

HOME EDUCATION LIVELIHOOD PROGRAM
131ADAMS, N.E., ALBUQUERQUE, NEW MEXICO 87108

DIRECTOR: Ilo G. Campbell.

ESTABLISHED: 1965, July.

MAJOR GOALS: To provide: prevocational education of adults; youth involvement and tutorial education for school age children; community development activities and development of the indigenous non-professional.

ORGANIZATION: Elected officers, incorporated, executive staff, and other staff hired through normal personnel practice procedures; State served; national andState affiliation with the Office of Economic Opportunity and the New Mexico Council of Churches.

STAFFING: A staff member is in charge of adult basic education programs; two are full time, paid and three are part-time paid workers, two are paid part time consultants; agency uses volunteers; considers special teacher training desirable to teach Adult basic education classes through a combination of training such as in-service training, a degree in education, a degree in related discipline, selected course work in adult education, and previous teaching experience at the elementary and secondary level; non-professional workers are used as teacher-aides; manipulative-skill teachers are also employed;teacher certification required only in professional category for adult education; considers formal college preparation is more effective than vocational training in adult basic education classes; agency provides in-service training for teacher-volunteers through weekend seminars, institutes and self-study; characteristics of teachers such as the "ability to teach through the language arts approach, concern for and appreciation of adult needs, awareness of the characteristics of the adult illiterate, understanding of socio-psychological aspects of the group" are considered as those which most contribute to effective instruction in adult basic education.

LOCATION AND FACILITIES: Rural areas served; schools, community and neighborhood centers are utilized; agency's facilities such as classroom, office space work training area are either loaned, donated or rented; small tools, instructional materials, mobile units are agency purchased; agency produces a few teaching aids.

LIMITING FACTORS:	Funds, recruiting personnel, qualified teachers, teacher training personnel, support by national agencies, information concerning the adult basic education of the community, transportation of pupils are of some concern to the agency.
FUNDS:	Government sources.
COLLABORATION:	Office of Economic Opportunity's Adult Basic Education program, Migrant Workers, Indians, VISTA.
PLANS:	To provide teacher training; to provide vocational training; to train leaders from the indigenous population; to provide training for G.E.D. examinations.
STUDENTS:	Total 1598: 954 are women, 65 are non-white, all are underemployed seasonal agricultural workers.

CHAVES COUNTY COMMUNITY ACTION PROGRAM, INC.,
POST OFFICE BOX NO. 2246, ROSWELL, NEW MEXICO 88201

DIRECTOR: Terry M. Wilmot

ESTABLISHED: 1965, February

MAJOR GOALS: " Implement the Economic Opportunity Act of 1964 - Title II-B."

ORGANIZATION: Elected officers, incorporated, executive staff; county served; national affiliation.

STAFFING: Three full time paid workers are currently assigned to various educational activities; no part time workers are currently engaged in literacy programs; considers special teacher training desirable to teach adult basic education classes through in-service training, selected course work in adult education, previous teaching experience at the elementary, secondary, or in teaching of illiterate adults; teacher certification is not required: considers that "teacher preparation would depend on the subject matter taught, the particular group being taught, and the course materials used"; considers "insight into students' problems, commitment to the people involved, ability to relate to the students, subject matter competency and ability to relate textual materials to students' problems" as those characteristics which most contribute to effective instruction in adult basic education.

LOCATION AND FACILITIES: No information given.

LIMITING FACTORS: None at the present time.

FUNDS: No government funds at this time.

COLLABORATION: Office of Economic Opportunity's Parent-Groups

PLANS: "To inaugurate adult basic education programs; to fill voids left by other agencies currently conducting educational programs."

STUDENTS: No information given.

NEBRASKA

SOCIAL SETTLEMENT ASSOCIATION OF OMAHA
4860 Q STREET, OMAHA, NEBRASKA 68117

DIRECTOR: Gladys L. Knapp

ESTABLISHED: April, 1908.

MAJOR GOALS: "Rendering community services through Settlement House based on neighborhood approach. Major emphasis on the needs of the individual within the family and community setting, services include counselling and referrals."

ORGANIZATION: A national affiliate.

STAFFING: Agency employs six full-time paid, and five part-time workers, and also one occasional paid consultant; considers in-service training, degree in education and previous teaching experience as desirable qualifications, but allows the Settlement certain amount of flexibility in the matter; does not require teacher certification as a pre-requisite; considers formal college preparation a matter of choice depending on program objectives; makes use of volunteers and institutes; provides in-service training to teacher volunteers, mostly of workshop and conference nature; regards sincerity, liking for people, patience, understanding and common sense as useful traits for teachers.

LOCATION AND FACILITIES: Both urban and rural areas falling within the range of the Settlement House and other neighborhood agencies, uses purchased, loaned and rented space for classroom work, and donated space for office work.

LIMITING FACTORS: Agency's three main concerns are a) difficulty in recruiting personnel, b) shortage of funds, and c) transportation for pupils; concerned about the apathy of the local school board; experiencing great difficulty in terms of location of teaching facilities from the point of view of students' convenience.

FUNDS: Adult Basic Education program financed by the public school.

COLLABORATION: Job Corps and public schools - adult basic education under II B.

PLANS: Nothing very specific except maintenance of the existing program.

STUDENTS: Total 18: all white.

NEW JERSEY

ATLANTIC HUMAN RESOURCES, INC.
427 ATLANTIC AVENUE, ATLANTIC CITY, NEW JERSEY 08401

DIRECTOR: Paul G. Tuerff.

ESTABLISHED: November, 1964

MAJOR GOALS: "To act as a community action body, and to coordinate efforts in the War on Poverty."

ORGANIZATION: Operates at regional, county and city level; is not a national affiliate.

STAFFING: Employs 10 full time paid workers, does not consider special preparation necessary for teaching adult basic education program, and does not require teacher certification for its personnel; does not use volunteers; regards "empathy and sense of humor as desirable traits for persons in the adult basic education programs."

LOCATION AND FACILITIES: Makes use of facilities of local schools and neighborhood centres for its programs; office space is donated; small tools and space for classroom and workshops are loaned; wherever possible locally donated facilities are used.

LIMITING FACTORS: Feels greatly concerned about paucity of funds, inadequacy of personnel to recruit students, and lack of interest on the part of the local school boards; also has some concern for the lack of support at organizational level, inadequacy of instructional material and the transportation facilities for pupils.

FUNDS: Gets government grants.

COLLABORATION: Integrates efforts with Office of Economic Opportunity's Neighborhood Youth Corps, Small Businesses, and Public School Adult Basic Education.

PLANS: Plans to expand the programs to include two counties under its operations.

STUDENTS: Total 70: 25 white and 45 non-whites, number includes 40 males and 30 females between 26-40 years of age.

BOY SCOUTS OF AMERICA
ROUTE ONE, NEW BRUNSWICK, NEW JERSEY

DIRECTOR: Mr. Joseph A. Buenton, Jr.

ESTABLISHED: 1910, February.

MAJOR GOALS: Character building; citizenship training; and physical fitness.

ORGANIZATION: In itself a national organization.

STAFFING: Agency functions with the help of a full time paid staff; while agency does not conduct adult basic education classes, it considers in-service training and selected course work and seminars desirable for those teaching or leading adult basic education classes; does not require teacher certification for staff, makes plentiful use of volunteers for whom it provides pre-service training through week-end seminars, institutes and internships, also provides in-service training for teacher-volunteers; agency attaches importance to "the ability to transmit ideas to others" for teachers who are engaged in literacy activities; agency works in stimulating community organizations to undertake educational activities.

LOCATION AND FACILITIES: Operations extend to all urban and rural areas, business sections of the community and schools; makes use of such institutions as churches, schools, libraries, voluntary agencies like the Red Cross, the YMCA, the Settlement Houses, etc., in organizing programs, and workshops; small tools and instructional materials are agency owned, but also uses loaned, rented and donated work spaces and facilities.

LIMITING FACTORS: Indicates no limiting factors at national level; these might vary locally.

COLLABORATION: Integrates efforts with Office of Economic Opportunity's Job Corps and Neighborhood Youth Corps.

PLANS: To continue present activities.

STUDENTS: Records of number and type of students would be maintained by local chapters operating in the area of adult basic education.

COMMUNITY ACTION - PLAINFIELD, INC.
339PARK AVENUE, PLAINFIELD, NEW JERSEY 07060

DIRECTOR:	Ralph Zinn.
ESTABLISHED:	January, 1965
MAJOR GOALS:	"To organize anti-poverty programs by means of providing economic opportunities to the poor and the needy."
ORGANIZATION:	A non-affiliate local city body.
STAFFING:	No one staff member is specifically assigned to adult basic education program; employs five full-time paid workers including a secretary; considers special preparation necessary for adult basic education instruction, particularly in the form of in-service training, seminars, and some previous teaching experience at the kindergarten, elementary and other levels; emphasizes that "personnel should be selected in relation to the needs of the educationally deprived adults they will be serving"; teacher certification not required; places high value on the "teachers' ability to relate themselves constructively with the educationally, socially and culturally deprived individuals" for effective instruction in adult basiceducation.
LOCATION AND FACILITIES:	Agency works through and with local community organizations.
LIMITING FACTORS:	None indicated.
FUNDS:	Private; expresses hope to get government grants.
COLLABORATION:	Office of Economic Opportunity's Neighborhood Youth Corps, Work Experience and Upward Bound Operation, Medicare Alert have been mentioned in collaborating efforts.
PLANS:	"Hopes to make use of adult basic education techniques in its proposed 'On-The-Job-Training-Program' for which a survey is being conducted."
STUDENTS:	No information is given.

DEPARTMENT OF WORK AMONG MIGRANTS, NEW JERSEY COUNCIL OF CHURCHES
116 NO. ORATON PARKWAY, E. ORANGE, NEW JERSEY 07017

DIRECTOR:	Reverend Reinhardt Van Dyke
ESTABLISHED:	Started in 1920, and reorganized in 1945
ORGANIZATION:	Operates at regional, county, State and neighborhood levels, and is a national affiliate.
MAJOR GOALS:	Offers direct services to the migrants, particularly in relation to creating in them a sense of belonging in their setting, to alert communities and churches of the needs of migrants, to a attempt to influence legislation with regard to migrants' settlement.
STAFFING:	Employs a paid part-time staff; voluntary services on full-time basis are available through the churches; considers special preparation desirable for the program, and prefers inservice training seminars and previous teaching experience as useful ingredients; prefers teacher certification though does not insist on it; recognizes the need for different levels of teacher preparation in accordance with variety of programs in operation; places greater reliance on voluntary efforts, and does arrange pre-service training programs for volunteers; believes that "informality, genuine interest, patience and an ability to motivate" are important characteristics for literacy teachers.
LOCATION AND FACILITIES:	Concentrates efforts on the needs in rural areas; makes use of farm camps and outdoor facilities; mobile units, instructional materials and small tools are owned by the agency; space is either loaned or donated.
LIMITING FACTORS:	Feels greatly concerned about paucity of funds, lack of adequate support at organizational level and absence of encouragement from national bodies; difficulties at present include absence of heating arrangements at the farms during winter, and inadequacy of instructional materials.
FUNDS:	Private sources.
COLLABORATION:	Integrates efforts with public schools.
STUDENTS:	Total 10: Five women, two are non-white, eight are between 18-25, two are between 26-40 years.

NEIGHBORHOOD HOUSE ASSOCIATION
644 W. 4th St., PLAINFIELD, NEW JERSEY 07060

DIRECTOR:	Miss Mollie C. Faison, ACSW.
ESTABLISHED:	1943
MAJOR GOALS:	"Promoting good citizenship; strengthening the fabric of family life; helping people in the neighborhood actively participate in community activities."
ORGANIZATION:	A national affiliate.
STAFFING:	No indication about the use of paid professional staff; agency uses volunteer-teachers, considers degree in education or any other related discipline desirable for leading adult basic education programs; does require teacher certification as a pre-requisite for classroom instruction; provides inservice training through residential workshops and institutes; considers educational background and experience as important characteristics for teachers in adult basic education programs.
LOCATION AND FACILITIES:	Operates in urban residential areas; makes use of the facilities of such organizations as the YM/YWCA, Red Cross, Kiwanis, etc., classroom and office space are agency purchased.
LIMITING FACTORS:	Considers inadequacy of personnel to recruit students and shortage of funds as two main limitations; also feels concerned about providing transportation to pupils.
FUNDS:	Private; does not receive government funds.
COLLABORATION:	Integrates efforts with Office of Economic Opportunity's Job Corps, Neighborhood Youth Corps, Parent-groups and programs for the Aged.
PLANS:	Plans not yet made.
STUDENTS:	Total 9 students; all over 40 years, number includes 4 females.

NEWARK LITERACY COUNCIL
107 MYRTLE AVENUE, NEWARK, NEW JERSEY 14513

DIRECTOR:	Mrs. Norbert Menuhin
ESTABLISHED:	1965, December.
MAJOR GOALS:	To teach functionally illiterates to read and write English.
ORGANIZATION:	Elected officers; The Newark Business and Professional Women's Club provide sponsorship and financial assistance to the agency; township served.
STAFFING:	An agency member is in charge of adult basic education programs; agency's adult basic education activities are entirely supported by teacher-volunteers, 25 of whom are currently engaged in part time activities; agency considers special teacher preparation to teach/lead adult basic education classes through in-service training and selected course work in adult education; agency does not require teacher certification; does not consider formal collete preparation is necessarily more effective than training in vocational education for classroom instruction in adult basic education; agency provides both pre-service and in-service training for teacher-volunteers through workshops, community council experience and self-study; "patience, kindness, a sense of humor and an understanding of adults needs" are considered essential for effective work in adult basic education.
LOCATION AND FACILITIES:	Business section served; churches, library facilities are used classroom, and workshop training area are donated; small tools and instructional materials are loaned.
LIMITING FACTORS:	Major concern is getting personnel to recruit students; other factors such as funds, transportation of pupils are of some concern; qualified teachers, organizational and national agencies' support, information concerning adult basic education needs of the community, interest of local school board, instructional materials are identified as those which are of little concern.
FUNDS:	Private sources.
COLLABORATION:	None indicated other than with the local Business and Professional Women's Club.
PLANS:	To expand recruiting facilities; to develop more adult basic education programs for the settled population rather than for the migrants.
STUDENTS:	Total 19; 14 men, 11 are between 18-25, all are employed of whom 15 are on a full time basis.

UNITED COMMUNITY SERVICES OF EASTERN UNION COUNTY
694 BAYWAY, ELIZABETH, NEW JERSEY 07202

DIRECTOR:	Warren Sawyer
ESTABLISHED:	1933
MAJOR GOALS:	"Planning and fund raising; staff activities include providing consultative service, assisting in program planning in adult basic education, serving as liaison between agencies engaged in adult basic education activities and the school system. helping recruit volunteer-teachers, and mobilizing community resources in the field of adult basic education
ORGANIZATION:	Elected, incorporated, executive staff; five cities served; national affiliation.
STAFFING:	A staff member is in charge of adult basic education activities five are full time paid, professional staff members, four office assistants, and two are part time office workers; special teacher preparation not considered essential; teacher certification not requires; agency staff assisted in developing a 30 session training course for training multi-service aides; "felxibility in approach" is considered essential to effective instruction in adult basic education.
LOCATION AND FACILITIES:	Residential area of city served; facilities of voluntary community organizations utilized; small tools, instructional materials are agency purchased; classroom and kitchen space are donated; wherever possible locally donated facilities are utilized.
LIMITING FACTORS:	Qualiried teachers.
FUNDS:	Partly government and partly private sources.
COLLABORATION:	Office of Economic Opportunity's Neighborhood Youth Corps, Public School Adult B sic Education - Title IIB - Consumers and Buyers' Education; Cuban Refugee Program, Publid School System.
PLANS:	None indicated.
STUDENTS:	Total 30: all women who are full time employed by the Neighborhood Youth Corps.

NEW YORK

BADEN STREET SETTLEMENT
152 BADEN, ROCHESTER, NEW YORK 14605

DIRECTOR:	Sidney J. Gudenlong
ESTABLISHED:	1901
MAJOR GOALS:	Helping people achieve their goals; provide services through participation and personal involvement.
ORGANIZATION:	Elected officers, incorporated, executive staff; inner city served; national, regional and State affiliation.
STAFFING:	A staff member is in charge of adult basic education programs; one full-time paid worker; agency uses volunteers; considers special teacher preparation desirable to teach or lead adult basic education classes; a background of in-service training, a degree in education, or selected course work in adult education, previous teaching experience at the elementary and secondary level are considered desirable; teacher certification not required; considers both "formal college preparation and vocational training necessary because of the type of people living in the neighborhood;" personal characteristics such as "understanding adult needs and the circumstances which bring about social and economic changes" are essential for effective instruction in adult basic education programs.
LOCATION AND FACILITIES:	Residential area served; community and neighborhood center facilities are used; classroom and office space are loaned; instructional materials, gas, electricity, and heat are donated to the agency.
LIMITING FACTORS	Personnel to recruit students, qualified teachers, organizational support, teacher training personnel, information concerning adult basic education needs of the community, interest of local school board, instructional materials, transportation of pupils are all of some concern to the agency.
FUNDS:	Government; state appropriations.
COLLABORATION:	Job Corps, Neighborhood Youth Corps, Public School Adult Basic Education, Work Experience, Parent Groups, Aged, Consumer and Buyer's Education.
PLANS:	The future development of adult basic education programs is to be intensified; recruiting students through door-to-door visits; dissemination of information concerning the need for adult basic education.

STUDENTS: Total 52: 30 men, 52 non-white, 8 are between 18-25, 16 are between 26-40, 28 are 40 years and over, 40 are full-time employed, four part-time, eight are from Public Assistance rolls.

BROTHER-IN-ACTION
560 SEVENTH AVENUE, NEW YORK, NEW YORK 10018

DIRECTOR: Norman H. Perlstein

ESTABLISHED: 1946

MAJOR GOALS: Clearinghouse for civil rights programs; training center for human relations leaders-volunteers.

ORGANIZATION: Elected officers, incorporated, executive staff; National, city areas served.

STAFFING: As yet there is no staff member assigned for adult basic education programs; does not consider special teacher preparation desirable to conduct adult basic education classes; agency uses volunteers; conducts both pre-service and in-service training through weekend seminars, residential workshops, institutes.

LOCATION AND FACILITIES: Business section served; agency uses its own premises; classroom, office space, workshop training area are agency purchased; small tools are rented.

LIMITING FACTORS: Information not given.

FUNDS: Private sources

COLLABORATION: Office of Economic Opportunity, Parent Groups, Migrant Workers, Consumer and Buyers' Education.

PLANS: Not yet formulated.

STUDENTS: Agency does not conduct literacy classes yet, but serves as a clearinghouse for adult basic education information, programs, and civil rights activities.

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CASITA MARIA, INC.
928 SIMPSON STREET, NEW YORK, NEW YORK 10459

DIRECTOR: Peter G. Stuart

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ESTABLISHED: 1934, February

MAJOR GOALS: To help Puerto Ricans assimilate into this culture while retaining their own identity.

ORGANIZATION: Elected, incorporated; county, neighborhood; Bronx and Manhattan branches in Hunts Point, and East Harlem section of Manhattan.

STAFFING: A staff member is in charge of adult basic education programs; two full time paid, nine part-time paid workers; agency considers special teacher preparation desirable to teach or lead adult basic education classes; a combination of in-service training, a degree in education, selected course work in adult education are recommended; teacher certification is not required; recognizes that the "kind of teacher preparation needed to teach adult basic education classes would very much depend on the subjects being taught"; agency uses volunteers; conducts pre-service and in-service training for teacher volunteers through seminars, workshops, and institutes; regards a desire to help essential to effective instruction in adult basic education.

LOCATION AND FACILITIES: Residential area of city served; community and neighborhood centers used; classroom, office space, work training area are partly agency purchased as well as donated; small tools and instructional materials are agency purchased; one building in Bronx is owned by agency, other facilities are donated by the New York City Housing Authority.

LIMITING FACTORS: Funds, personnel for teacher training, general support by national agencies are major concerns; of some concern to the agency are factors such as personnel to recruit students, qualified teachers, instructional materials; of little or no immediate concern are support at organizational level, information concerning adult basic education needs of the community, interest of local school board, transportation of pupils; current difficulties are in terms of instructional materials and teaching aids.

FUNDS: Private sources.

COLLABORATION: Office of Economic Opportunity's Neighborhood Youth Corps, College Work Study, Head Start, Public School Adult Basic

Education - Title II-B, Medicare Alert, Parent Groups, Aged, Consumer and Buyers Education, VISTA.

PLANS: Future plans will depend on the availability of funds.

STUDENTS: Total 65: 40 men, 90% are Puerto Ricans.

CHILD STUDY ASSOCIATION OF AMERICA
9 EAST 89th STREET, NEW YORK, NEW YORK 10028

DIRECTOR: Greta Mayer, Co-ordinator of Services.

ESTABLISHED: 1888.

MAJOR GOALS: Mental health education for families; prepare instructional materials; train teachers; conduct pilot projects.

ORGANIZATION: Executive staff; serves nationally.

STAFFING: A staff member is in charge of adult basic education programs: ten are full-time paid professional workers; agency does not use volunteers; considers special teacher preparation desirable to teach or lead adult basic education classes through in-service training, a degree in related discipline either social work or psychology, previous teaching experience in mental health education agency; does not require teacher certification.

LOCATION AND FACILITIES: Uses facilities of social agencies.

LIMITING FACTORS: Funds, personnel for teacher training, general support by national agencies are agency's major concerns.

COLLABORATION: PROJECT ENABLE, Office of Economic Opportunity, Parent Groups, Public School, VISTA.

PLANS: In-service training of teachers; development of curriculum; work with parents.

STUDENTS: No information given.

CIVIC CENTER CLINIC
44 WILLOUGHBY STREET, BROOKLYN, NEW YORK

DIRECTOR	Not indicated.
ESTABLISHED	1951, December
MAJOR GOALS:	Diagnosis and treatment of offenders; remedial education; research.
ORGANIZATION:	Elected officers, incorporated, executive staff; city served; national affiliation with the Psychological Out-Patient Centers of America.
STAFFING:	A staff member is in charge of adult basic education programs: two part-time paid workers; agency uses volunteers; considers special teacher preparation desirable to teach or lead adult basic education classes through in-service training, a degree in education or degree in related discipline, selected course work in adult education, previous teaching experience at some levels; teacher certification required; considers "formal college preparation gives a broader perspective than vocational training to teachers of adult basic education; conducts pre-service and in-service training through informal orientation on an individual basis; regards "an attitude of acceptance, warm personality, patience, respect for equality, and technical competence" as those characteristics which most contribute to effective instruction in adult basic education.
LOCATION AND FACILITIES:	Business sectinn served; clinics, neighborhood and community centers used; classroom is donated; instructional materials are both agency purchased and loaned.
LIMITING FACTORS:	Personnel for teacher training, information concerning adult basic education needs of the community; personnel to recruit students, instructional materials are major concerns; other concerns are support at organizational level, transportation of pupils, lighting, materials and teaching aids.
FUNDS:	Government, Board of Community Education and Board of Education.
COLLABORATION:	Office of Economic Opportunity's Job Corps.
PLANS:	Psychological emphasis; adult basic education is an auxiliary service.
STUDENTS:	Total 30: 22 non-white, 25 are between 12-26.

CLEANLINESS BUREAU OF THE SOAP AND DETERGENT ORGANIZATION
295 MADISON AVENUE, NEW YORK, NEW YORK

DIRECTOR:	Ruth D. Goldberg, Manager, Cleanliness Bureau
ESTABLISHED:	Not indicated.
MAJOR GOALS:	To prepare: 1) simplified housekeeping directions for use by men and women in the low-income and low-reading level categories; to prepare these instructional materials in simple language, using short sentences, use of constant repetition and handling each topic as a separate unit; 2) to supply these materials to both public and non-governmental agencies engaged in adult basic education programs; 3) to prepare instructional materials for the adult migrant education classes; 4) to supply "simplified housekeeping directions for homemakers" to all agencies interested in conducting literacy classes.
ORGANIZATION:	Agency's executive staff works closely with the editorial board; city, metropolitan areas and nation served.
STAFFING:	A staff member is in charge of the bureau; works closely in collaboration with the remaining technical staff of the agency; agency's program is considered to be the only one of its kind being sponsored by either an industry, association, or individual firm.
LOCATION AND FACILITIES:	Agency's own premises are utilized; instructional materials prepared by the agency serve all sections of the community including business, slum areas, residential and rural districts.
LIMITING FACTORS:	None mentioned.
FUNDS:	Private sources.
COLLABORATION:	Agency works with various local voluntary and governmental organizations engaged in adult basic education programs; of special mention are the North Carolina State Board of Education, the Texas Education Agency and the Adult Migrant Education Program.
PLANS:	To continue providing instructional materials to be used in basic education and literacy classes; to provide a self-improvement pamphlet entitled "HELP YOURSELF" for teen-age girls of the school dropout type or who may be entering the Job Corps or taking vocational training under other auspices.

STUDENTS: Agency does not conduct literacy classes, but works in close collaboration with many groups which are engaged in literacy education throughout the country.

CLINTON SQUARE NEIGHBORHOOD CENTER ASSOCIATION, INC.
224 NORTH PEARL, NEW YORK, NEW YORK

DIRECTOR: L. C. Burwell

ESTABLISHED: 1944, April

MAJOR GOALS: "To provide a place for individual and cooperative activities to the end that the neighborhood is served, and as far as possible, the larger community may better meet the needs of men, women and children for better living."

ORGANIZATION: Incorporated, executive staff; city and neighborhood is served; national affiliation.

STAFFING: Considers special teacher preparation to teach/lead adult basic education classes through inservice training or degree in education, or selected course work in adult education previous teaching experience at the elementary, secondary level; teacher certification not required; considers formal college preparation more desirable than vocational training in the preparation of teachers for instruction.

LOCATION AND FACILITIES: School building used.

LIMITING FACTORS: Personnel to recruit students.

FUNDS: Private sources.

COLLABORATION: Office of Economic Opportunity's Job Corps, Neighborhood Youth Corps, Public School Adult Basic Education, Parent Groups, Consumer and Buyers Education.

PLANS: "To make present projects more effective; to recontinue recruiting students for public school adult basic education classes."

STUDENTS: Information not given.

COMMITTEE ON WORLD LITERACY AND CHRISTIAN LITERATURE
475 RIVERSIDE DRIVE, NEW YORK, NEW YORK 27100

DIRECTOR: Dr. Floyd Shacklock

ESTABLISHED: 1941

MAJOR GOALS: "A literate church in a literate community; to improve quality, quantity, and availability of Christian literature."

ORGANIZATION: Incorporated, executive staff; international in nature; national and international affiliation.

STAFFING: A staff member is in charge of adult basic education programs; professional, paid staff at the Secretariat, also several hundred part-time staff members; agency uses volunteers, missionaries and consultants; considers a combination of different training such as a degree in education, a degree in related discipline, selected coursework in adult education, or previous teaching experience desirable for adult basic education instruction; teacher certification is not required; considers college degree more effective than vocational training for adult basic education instruction; provides pre-service and in-service training through seminars, institutes, residential workshops, and internship; "language competence, character, professional competence, love for learners" are regarded essential for instruction of adults.

LOCATION AND FACILITIES: Business section, residential and rural areas; church, school, facilities of voluntary organizations; classroom, office space, work area, small tools, instructional materials are either loaned, donated, rented or agency purchased.

LIMITING FACTORS: Personnel to recruit students, qualified teachers, instructional materials and teaching aids for the new readers are major concerns; organizational support, teacher training, support by national agencies, interest of local school board, information on adult basic education needs of the community and transportation of pupils are of some concern to the agency.

FUNDS: Private sources.

COLLABORATION: None with Office of Economic Opportunity.

PLANS: Expand national and regional training seminars; continue preparing and distributing simply prepared literature in the field.

STUDENTS: This information is not available.

CORNING UNITED CHURCH WOMEN LITERACY PROJECT OF NEW YORK STATE
327 EAST SECOND STREET, CORNING, NEW YORK 14830

DIRECTOR: Mrs. John Stover

ESTABLISHED: No date given.

ORGANIZATION: Elected officers; national, State, county, city areas served.

STAFFING: Adult basic education activities are dependent on and carried out by volunteer teachers; an agency member is in charge of adult basic education; agency considers special teacher preparation desirable to teach/lead adult basic education classes through in-service training, selected course work in adult education or previous teaching experience at the college level; agency requires participation at a workshop of 10 hour duration on the Each-One-Teach-One method; considers a "sincere desire to help, patience and understanding" essential characteristics of adult basic education personnel.

LOCATION AND FACILITIES: Residential areas of city covered; church, school building utilized; classroom and work training area are donated, instructional materials are agency purchased.

LIMITING FACTORS: Interest of local school board is major concern; personnel to recruit students, information concerning adult basic education needs of the community, instructional materials and transportation of pupils are of some concern to the agency; of little concern are such factors as funds, qualified teachers, teacher trainers, organizational support.

FUNDS: Private sources.

COLLABORATION: None indicated.

PLANS: To expand teacher training facilities in adult basic education.

STUDENTS: Total 16: 11 men, all white, 12 between 26-40, 15 from Public Assistance rolls, 14 are full-time employed.

COSMOPOLITAN CENTER, INC.
470 WHITESBORO STREET, UTICA, NEW YORK 13502

DIRECTOR: Mrs. Paul J. Du Bois

ESTABLISHED: 1938.

MAJOR GOALS: The Club is a social group work agency providing educational, social, and recreational services to families residing in the area.

ORGANIZATION: Elected officers, incorporated, executive staff; national affiliation.

STAFFING: A staff member is not in charge of adult basic education programs; four are full time, paid workers, five are part time paid workers.

LOCATION AND FACILITIES: Agency's own facilities are used in educational activities.

LIMITING FACTORS: No information given.

FUNDS: Private sources.

COLLABORATION: Utica Area Council of Church Women, the Y.W.C.A., and the Literary Volunteers of Oneida County.

PLANS: To continue agency's present activities; provide referral services for those needing adult basic education instruction.

STUDENTS: A few women attend the classes at the center, while others (students) are referred to other community resources in the city.

CRUSADE FOR OPPORTUNITY, INC.
130 W. GENESEE STREET, SYRACUSE, NEW YORK 13203

DIRECTOR: Ben Zimmerman

ESTABLISHED: 1963, June

MAJOR GOALS: Local action program under the Office of Economic Opportunity Program.

ORGANIZATION: Incorporated, executive staff, neighborhood boards; county served.

STAFFING: A staff member is in charge of adult basic education programs: ten are part time paid, one to three are employed on short-term projects; agency also uses volunteers; considers special teacher preparation desirable to teach or lead adult basic education classes; a varied background of in-service training, a degree in education is desirable; teacher certification not required; considers formal college preparation desirable to teach adult basic education classes; agency provides in-service training for teacher volunteers throug directed self-study, and small group discussions; "a willingness to expose the adult to a world of competition and a world of opportunities through literacy education" is considered essential for effective adult basic education instruction.

LOCATION AND FACILITIES: Residential area and school district served; community and neighborhood centers are utilized; classroom and office space are donated; instructional materials are agency purchased.

LIMITING FACTORS: Personnel to recruit students, personnel for teacher training are of some concern to the agency; difficulty currently being faced is location in terms of student convenience.

FUNDS: Office of Economic Opportunity and Chamber of Commerce.

COLLABORATION: Office of Economic Opportunity Corps, Neighborhood Youth Corps, College Work Study, Work Experience, Parent Groups, Indians, Consumer Buyer's Education, VISTA.

PLANS: Expand as the need arises; currently assisting in preparing students for the New York State High School Equivalency Examination.

STUDENTS: Total 240: 150 women, 165 non-white, 50 are from 18-25, 150 are from 26-40, 40 are 40 years and over.

EDUCATIONAL ALLIANCE, INC.
197 EAST BROADWAY, NEW YORK, NEW YORK 10002

DIRECTOR: Louis Berkowitz

ESTABLISHED: 1889

MAJOR GOALS: Through people's participation in the program, Educational Alliance will help individuals experience democratic living, so that they may be better prepared to accept their responsibilities; to further the American way of life in its fullest and richest sense.

ORGANIZATION: Incorporated; Lower East Side of New York City and Metropolitan areas served; national and regional affiliation.

STAFFING: A full time paid staff member is in charge of adult basic education programs; agency uses volunteers; considers special teacher preparation desirable to teach adults through a combination of training such as in-service, a degree in related discipline, preferably in social work, or previous teaching experience are considered desirable; teacher certification not required; both pre-service and in-service training are provided through seminars, institutes and internships.

LOCATION AND FACILITIES: Residential area of city served; community and neighborhood centers utilized; classroom, office space, work training area, small tools, instructional materials are agency purchased.

LIMITING FACTORS: Personnel to recruit students, qualified teachers, support at organization level, personnel for teacher training are agency's major concerns; factors such as support by national agencies, information concerning adult basic education materials are of some concern.

FUNDS: Government funding for classes known as "English for Foreign-Born."

COLLABORATION: Neighborhood Youth Corps, College Work Study, Parent Groups.

PLANS: Expansion of present program depends on availability of funds.

STUDENTS Classes sponsored by the Alliance are held under the jurisdiction of the Board of Education-Adult Elementary Division; agency recruits and prepares students.

ENDICOTT COUNCIL OF UNITED CHURCH WOMEN
2813 COUNTY CLUB ROAD, ENDICOTT, NEW YORK 13760

DIRECTOR: Mrs. Kenneth W. McDavit, Literacy Chairman

ESTABLISHED: Not indicated.

MAJOR GOALS: To provide Interdenominational Church Women the unity of purpose in service for Christian witness.

ORGANIZATION: Elected officers; city and neighborhood served; national and State affiliation.

STAFFING: A staff member is in charge of adult basic education programs; agency's entire work is dependent on volunteers; agency considers special teacher preparation desirable in order to teach or lead adult basic education classes; a combination of selected course work in adult education or previous teaching experience is desirable; teacher certification is not required; pre-service training is provided through a three-day residential workshop; agency considers "personal maturity, patience, interest in people" as those characteristics which most contribute to effective instruction in adult basic education; agency uses the Each-One-Teach-One method, hence the teacher must be willing to become involved with the student.

LOCATION AND FACILITIES: Business section of town served; church and other easily accessible locations are utilized; classroom is loaned; instructional materials are agency purchased.

LIMITING FACTORS: Personnel for teacher training and interested volunteer-teachers are of major concerns of the agency; agency would like to recruit teachers for an extended workshop at Syracuse, but not enough teachers are available; volunteer-teachers are unable to leave home for three-day workshops away from family.

FUNDS: Private sources.

COLLABORATION: None indicated.

PLANS: To expand classes for adult illiterates; to recruit additional teachers and to continue emphasis on the Each-One-Teach-One method.

STUDENTS: One teacher and one student.

FIVE TOWNS COMMUNITY HOUSE
270 LAWRENCE AVENUE, LAWRENCE, LONG ISLAND, NEW YORK

DIRECTOR: Dr. A. Meado Zaki

ESTABLISHED: 1907

MAJOR GOALS: "Group work agency primarily directed toward youth work but concerned also with the entire community service program."

ORGANIZATION: Executive staff; city and neighborhood served; national and regional affilitation.

STAFFING: A staff member is in charge of adult basic education programs; 18 are paid employees of whom six are full-time, 12 in charge of young adult activities are on a part-time basis; agency considers special teacher preparation desirable to teach/lead adult basic education classes; regards in-service training, a degree in education or teaching experience at the elementary adult level important; teacher certification not required; considers field experience along with formal college preparation essential for classroom instruction; pre-service and in-service training are provided through week-end seminars, individual and group conferences; "a desire to teach based on personal interest in others, a basic conviction in the worth of the individual" are considered as those characteristics which most contribute to effective instruction in adult basic education.

LOCATION AND FACILITIES: Suburbs of city served; community, neighborhood centers, and settlement houses used; portion of a house serves as classroom; small tools are donated or loaned, instructional materials are agency purchased or donated.

LIMITING FACTORS: Funds, qualified teachers, support from local or state academic agencies, interest of local school board are agency's major concern; personnel to recruit students, teacher trainers, instructional materials, transportation of pupils are some concerns; current difficulties are teaching aids, equipment, books and regular, skilled teachers.

FUNDS: Private sources.

COLLABORATION: Neighborhood Youth Corps, Parent Groups, Head Start, Health Clinic, Adult Workers' Center.

PLANS: "To expand classes; recruit additional students; train more teachers; obtain better programmed text materials; to inaugurate adult basic education programs in areas which the public schools have neglected."

STUDENTS: Total 16: 12 women, two seeking employment.

GREENLEIGH ASSOCIATES, INC.
355 LEXINGTON AVENUE, NEW YORK, NEW YORK 10017

DIRECTOR:	Mr. Arthur Greenleigh, President
ESTABLISHED:	1957
MAJOR GOALS:	To provide consultation, management, and research in education, welfare, health, manpower; recently testing out adult basic education system in four States; primarily a research agency.

HAMILTON MADISON HOUSE
50 MADISON STREET, NEW YORK, NEW YORK 10038

DIRECTOR: David S. Goldenberg

ESTABLISHED: 1898

MAJOR GOALS: Elected officers, executive staff; neighborhood served; national and regional affiliation.

STAFFING: A staff member is in charge of adult basic education programs; one is full time paid, three are part time volunteers; considers special teacher preparation desirable to teach or lead adult basic education classes; a degree in education or a degree in related disciplines desirable; teacher certification not required; considers formal college preparation more effective than vocational training in adult basic education instruction; provides both pre-service and in-service training for teacher-volunteers through internship and close teacher supervision; considers the ability to relate to others essential for effective instruction of adults.

LOCATION AND FACILITIES: Residential area of city; community and neighborhood center; classroom, office space, workship training area are rented.

LIMITING FACTORS: Funds are of major concern.

FUNDS: Private sources.

COLLABORATION: Office of Economic Opportunity, Neighborhood Youth Corps, College Work Study, Head Start, Parent Groups, Aged, Consumers' Buyers Education, VISTA.

PLANS: Expand and intensify the entire adult education program.

STUDENT: This information is not available.

HARYOU ACT - AFTER-SCHOOL STUDY PROGRAM
2092 SEVENTH AVENUE, NEW YORK, NEW YORK

DIRECTOR: Livingstone L. Wingate.

ESTABLISHED: Not indicated.

MAJOR GOALS: To enable the residents of the Central Harlem community to improve their social, economic and educational standards through a diversified program emphasizing the concept of self-help.

ORGANIZATION: Incorporated; serves the neighborhood.

STAFFING: A staff member is in charge of adult basic education programs; three additional are engaged on a part time basis; considers special teacher preparation desirable to teach or lead adult basic education classes; a degree in education or a degree in related discipline, previous teaching experience at the college level are considered desirable; teacher certification is required; indicates that "teachers with formal college preparation have been found best in adult basic education instruction"; in-service training is provided through seminars; considers personal characteristics such as "a sympathetic understanding of community needs, patience, sensitivity to the person affecting the learning situation, creative ability to quickly adapt classroom studies to student needs" as those which most contribute to effective adult basic education instruction.

LOCATION AND FACILITIES: Business section, residential area served; church facilities are used; classroom, office space are rented; instructional materials are agency purchased.

LIMITING FACTORS: Personnel to recruit students, qualified teachers, interest of local school board are agency's major concerns; other concerns are teacher trainers, information concerning adult basic education needs of the community and transportation of pupils.

FUNDS: Government funds.

COLLABORATION: Office of Economic Opportunity's Job Corps, Neighborhood Youth Corps, Work Experience Parent Groups.

PLANS: To promote and strengthen adult basic education; to continue High School Equivalency preparation course; Civil Service preparation courses.

STUDENTS: Total 31: all non-white.

INSTITUTE OF LIFE INSURANCE
277 PARK AVENUE, NEW YORK, NEW YORK 10017

DIRECTOR: Blake T. Newton, Jr., President; Harlan B. Miller, Director, Educational Division

ESTABLISHED: 1939

MAJOR GOALS: "Central source of information about life insurance and related subjects; to prepare simple instructional materials."

ORGANIZATION: Executive staff; serves nationally.

STAFFING: A staff member is responsible for adult basic education programs; seven full-time workers in the Educational Division; although agency does not itself conduct literacy classes, it considers special teacher preparation desirable to teach adult basic education classes through in-service training and selected course work in adult education; teacher certification should not be required.

LOCATION AND FACILITIES: Agency's own premises are utilized.

LIMITING FACTORS: None indicated.

FUNDS: Private sources.

COLLABORATION: None indicated.

PLANS: "To continue preparing and producing simply written materials for use in adult basic education classes."

STUDENTS: "We serve several different community organizations throughout the country through our publications."

INTERNATIONAL LADIES' GARMENT WORKERS' UNION
1710 BROADWAY, NEW YORK, NEW YORK 10019

DIRECTOR: David Dubinsky, President.

ESTABLISHED: Not indicated.

MAJOR GOALS: To promote economic betterment for its employees; to develop training programs for its workers; to prepare simple written literacy instructional materials for the non-English speaking worker.

ORGANIZATION: Elected, incorporated, executive staff; serves nationally city, metropolitan areas; national, international affiliation.

STAFFING: Executive staff persons are employed at the national State and local levels; workers are engaged in developing or promoting literacy programs for agency employees; a staff member is in charge of general adult education at the national level; each State and local agency has its own staff assigned for developing adult basic education activities.

LOCATION AND FACILITIES: Agency's own premises are utilized; in some communities school buildings, churches, and library facilities are used.

LIMITING FACTORS: These would vary at the State and local levels.

FUNDS: Private sources.

COLLABORATION: With other local community organizations.

PLANS: No information given.

STUDENTS: No information pertaining to student enrollment is indicated.

LITERACY PROJECT OF THE YOUNG WOMEN'S CHRISTIAN ASSOCIATION OF UPPER MANHATTAN

361 WEST 125TH STREET, NEW YORK, NEW YORK

DIRECTOR: Mrs. Ruth Arrington

ESTABLISHED: 1966, March; this project is part of a pilot project being conducted by the National Board of the YWCA.

ORGANIZATION: Elected officers, executive staff; Upper Manhattan area served; national and international affiliation.

STAFFING: Agency entirely uses volunteers; considers special teacher preparation is desirable to teach/lead adult basic education classes through in-service training and selected course work in adult education; previous adult teaching experience is considered desirable; teacher certification is not required; agency indicates there are not enough findings to prove that formal college preparation is more effective than vocational education; agency does not provide pre-service or in-service training for teacher-volunteers, but considers experiment with "direct-creative-reaction of the teacher to the group" necessary; this method is being studied in order to facilitate preparation of instructional materials and development of different methods of teaching to meet the needs of the adult clientele; "adaptability, sympathy for the student, feeling for his values, creative enough to pick up and work with student's immediate interest such as writing his name, reading subway signs and writing a note to child's teacher" are considered contributory to effective instruction in adult basic education.

LOCATION AND FACILITIES: Business sections served; store front used by Office of Economic Opportunity's MEND program; facilities of the YWCA, community and neighborhood centers, particularly those belonging to groups in the Harlem area, are used; facilities such as office space and classrooms for adult basic education are located in the YWCA building; instructional materials are agency purchased; office also used by Office of Economic Opportunity's MEND program.

LIMITING FACTORS: Personnel and effective recruiting methods are major concerns; support at organizational level is of some concern; current operational difficulties center around recruitment of students; need for additional volunteer workers; and developing specific assignments for volunteer committees.

FUNDS: Private sources.

COLLABORATION: Office of Economic Opportunity's Neighborhood Youth Corps, Parent-Groups.

PLANS: To expand adult basic education programs to include the illiterate housewife; to work with more community groups; to involve the "whole woman" in other YWCA activities for her and her family's benefit.

STUDENTS: Total 9: of particular interest to the agency is a group of Spanish-speaking women who are totally illiterate.

LITERACY VOLUNTEERS
112 BRADFORD LANE, SYRACUSE, NEW YORK 13224

DIRECTOR: Mrs. Robert J. Colvin, Chairman

ESTABLISHED: 1962.

MAJOR GOALS: To teach adult illiterates to read and write on a one-to-one basis; to teach teen agers the communication skills.

ORGANIZATION: Elected officers, committee appointed by the United Church Women; State, region, neighborhood, metropolitan county, city areas served.

STAFFING: A staff member is in charge of adult basic education programs; agency's work entirely dependent on volunteers; 911 are currently involved in literacy activities in a voluntary capacity; considers special teacher preparation desirable to teach or lead adult basic education classes; conventional teacher certification is not required, but short courses in adult basic education are necessary; pre-service training is given through a ten hour workshop, and through practice teaching; considers "patience, compassion, an honest desire to help, and sincerity," essential to effective instruction in adult basic education.

LOCATION AND FACILITIES: Business, residential, rural, suburbs served; church, school, library, prisons, facilities of other voluntary agencies are used; teachers' and students' homes are used when TV films are shown.

LIMITING FACTORS: Vary with local situations, the local school board has worked well with the agency.

FUNDS: Private sources.

COLLABORATION: Office of Economic Opportunity, Public School Adult Basic Education, Title II-B, Parent Groups, Migrant Workers.

PLANS: To continue to expand the teacher training program's preparing instructional materials; showing of Literacy workshop film on WHEN-TV, recruiting volunteers and students, conducting adult basic education classes, and developing workshops on adult basic education.

STUDENTS: Total 800 in the State; detailed information is not available.

LITERACY VOLUNTEERS OF CHEVANGO COUNTY
R.D. 2, BOX 159, NORWICH, NEW YORK 13815

DIRECTOR: Mr. Robert Miller.

ESTABLISHED: 1966, April.

MAJOR GOALS: Toreach and teach those adult illiterates in this county who desire to be helped.

ORGANIZATION: No formal organization; county served; State affiliation.

STAFFING: Agency uses volunteers; considers special teacher preparation is desirable to teach or lead adult basic education classes through in-service training, or selected course work in adult education; agency provides pre-service and in-service training for teacher-volunteers through weekend seminars, residential workshops; recognizes "a desire to serve others, patience and understanding of needs of students" as characteristics which most contribute to effective instruction in adult basic education; agency provides intensive teacher-training workshops.

LOCATION AND FACILITIES: Church, homes of students and teachers used; classroom, work training area, and instructional materials are donated.

LIMITING FACTORS: Information concerning adult basic education needs of the community, instructional materials, transportation of pupils and location of classes in terms of student convenience are difficulties currently being encountered by the agency.

FUNDS: Private sources.

COLLABORATION: None with Office of Economic Opportunity indicated.

PLANS: To provide training for teachers; to arouse community's interest in the problems of illiteracy; to recruit students; and to conduct preparatory classes for adults who wish to enroll in adult basic education classes.

STUDENTS: Teacher training: total 15, 12 teachers were trained during the Spring workshop; three are currently receiving training, two students are on Public Assistance.

LITERACY VOLUNTEERS OF LOCKPORT AREA COUNCIL OF CHURCHES
7184 SLAYTON SETTLEMENT ROAD, RURAL FREE DELIVERY 4, LOCKPORT, NEW YORK 14094

DIRECTOR: Mrs. Cyril G. Small and Mrs. Ralph Lewis.

ESTABLISHED: 1964, October.

MAJOR GOALS: To aid functionally illiterates; to train adult literacy teachers; to locate and recruit those needing help.

ORGANIZATION: Originally a Committee on Missions of the Council of Churches, the chairman of the new group was elected by the members of a new committee; Literacy Volunteers are sponsored by the New York State United Church Women.

STAFFING: A staff member is in charge of adult basic education programs; two part time workers are assigned to specific literacy activities; pre-service training is given in a ten hour workshop; considers personal characteristics such as "a liking for people, patience, enthusiasm, friendliness, cheerfulness, respect for adults" as those which most contribute to effective instruction in adult basic education.

LOCATION AND FACILITIES: Business section, residential and rural areas and outlying communities are served; churches, schools, library, and community and neighborhood centers are used; premises owned by AFL-CIO, teacher and pupils homes are also used; classroom and meeting rooms have been provided by voluntary organizations at no charges.

LIMITING FACTORS: Personnel to recruit students is a major concern; other factors such as information concerning adult basic education needs of the community, interest of local school board are of some concern.

FUNDS: Private sources.

COLLABORATION: Information not given.

PLANS: To expand organizational staff to carry on a more effective supervision of teacher-trainers; to conduct periodic identifying and recruiting of students.

STUDENTS: Total 34: 15 are women, 14 non-white, nine between 18-26, 18 between 26-40, six are 40 years and over, 18 are employed full time, two part time, two are enrolled from Public Assitance rolls.

LITERACY VOLUNTEERS OF N. WESTCHESTER
EAST RIDGE ROAD, WACCABUC, NEW YORK 10597

DIRECTOR: Mrs. George McKenna.

ESTABLISHED: 1965, February.

MAJOR GOALS: To teach adult illiterates to read and write English.

ORGANIZATION: Program is administered by the Literacy Committee working under the auspices of the local United Church Women as a part of the State Literacy Volunteers Program; county and neighborhood served; State affiliation.

STAFFING: An agency member is in charge of adult basic education programs; agency's adult basic education activities are dependent on 62 part time volunteer-teachers who conduct classes twice weekly; three professional paid teachers work in a supervisory capacity; coordination and planning literacy activities is the responsibility of a committee of 11 volunteer-leaders; considers special teacher preparation desirable to teach or lead adult basic education classes through in-service training, a degree in education or selected course work in adult education and previous teaching experience at the elementary level; teacher certification is required by undertaking a 12 hour workshop as directed by the Literacy Volunteers of New York State; considers formal college preparation is more effective than vocational training; agency provides pre-service and in-service training for teacher-volunteers through a 12 hour workshop under the supervision of a professional teacher; considers "personal initiative, creativity, sympathy, understanding, patience, tolerance "essential.

LOCATION AND FACILITIES: Business section, suburbs, residential and rural areas served; church school, community and neighborhood centers are utilized; classroom, work training area are donated; small tools, projector and films are loaned; instructional materials are agency purchased.

LIMITING FACTORS: Personnel to recruit students, qualified teachers, instructional materials, transportation of pupils are of some concern to the agency; other factors such as organizational and national agencies support, teacher trainers, information concerning adult basic education needs of the community are of little concern at this stage; current difficulty is location of classes in terms of student convenience.

FUNDS: Private sources.

COLLABORATION: None with Office of Economic Opportunity indicated.

PLANS: To expand program to include 4th and 5th grade levels; to provide better co-ordination of Literacy Volunteers activities in public schools; to provide facilities for increasing number of functionally illiterates in the community.

STUDENTS: Total 45: 28 women, 21 non-white, 12 are between 18-26, 20 are between 26-40, 13 are 40 years and over, four are from Public Assistance rolls.

LITERACY VOLUNTEERS OF UNITED CHURCH WOMEN
40½ SECOND AVENUE, AUBURN, NEW YORK 13021

DIRECTOR:	Mrs. Cyril W. Foster.
ESTABLISHED:	1963, June.
MAJOR GOALS:	To offer individual instruction in reading, writing to illiterate and non-English speaking adults.
ORGANIZATION:	Elected officers, chairman and staff are volunteers; county and city served; national and regional affiliation.
STAFFING:	The chairman of the literacy committee is in charge of adult basic education programs; agency is entirely dependent on volunteers; considers special teacher preparation desirable to teach/lead adult basic education classes through in-service training; teacher certification not required; pre-service and in-service training are provided through a 10-hour workshop taken 3 mornings or 3 evenings; "the ability to share one's free time to teach others to read and write" is essential in a program of a voluntary nature.
LOCATION AND FACILITIES:	Programs directed by agency members are held in private homes; instructional materials are agency purchased and donated; work training area is donated; wherever possible locally donated facilities and equipment are used.
LIMITING FACTORS:	Personnel to recruit students, qualified teachers, support at organizational level, information concerning adult basic education needs of the community, interest of local school board, instructional materials are agency's major concerns.
FUNDS:	Private sources.
COLLABORATION:	Office of Economic Opportunity's Migrant Workers and Public School Adult Education.
PLANS:	To continue training teachers; recruit students; develop and promote workshops for teacher-volunteer training.

STUDENTS: Total 95: 42 women, 19 non-white, 24 between 18-26, 37 between 26-40, 22 are 40 years and over, one is recruited from Public Assistance rolls.

LITERACY VOLUNTEERS, UNITED CHURCH WOMEN

R.D. 4, KINBYTOWN ROAD, MIDDLETOWN, NEW YORK 10940

DIRECTOR: Mrs. Katharine Greenwood in Orange County.

ESTABLISHED: 1965.

MAJOR GOALS: To teach functional illiterates to read and write.

ORGANIZATION: Elected officers; State, county, city served.

STAFFING: Agency's work is entirely dependent on part time volunteers; considers special teacher preparation desirable to teach/lead adult basic education classes; teacher certification is not required however agency conducts both pre-service and in-service training through 9-hour residential workshops periodically; considers "interest in people, concern, sympathy and a desire to help the illiterates" as those characteristics which most contribute to effective instruction in adult basic education.

LOCATION AND FACILITIES: Business section, residential and rural areas served; churches, schools, library and facilities of voluntary organizations are used; work training area is donated.

LIMITING FACTORS: Funds, personnel to recruit students, interest of local school board are some major concerns; agency is finding it difficult to obtain reading and teaching aids for current adult basic education classes.

FUNDS: Private sources.

COLLABORATION: Agency's volunteers are involved in various programs conducted by the Office of Economic Opportunity; agency works in collaboration with local voluntary organizations as well with various public agencies.

PLANS: To continue present adult basic education activities.

STUDENTS: This information is not currently available.

N.A.M. MIND PROJECT

277 PARK, NEW YORK, NEW YORK 10007

DIRECTOR:	Charles F. Adams.
ESTABLISHED:	Information not given.
MAJOR GOALS:	To develop and demonstrate new educational materials and systems that can be integrated into the profit-making structure of the American industry.
ORGANIZATION:	Board appointed by N.A.M; national, metropolitan areas served.
STAFFING:	A staff member is in charge of adult basic education programs; eight are paid, full time workers; agency does not consider special preparation is desirable for teachers of adult basic education; teacher certification is not required; "being able to relate to students, understanding adult needs of the lower economic groups, and patience" are essential for effective instruction in adult basic education.
LOCATION AND FACILITIES:	Business section served; business offices are utilized; wherever possible locally donated facilities are used.
LIMITING FACTORS:	Personnel to recruit students, qualified teachers, organizational support, teacher trainers, instructional materials are of some concern; support by national agencies, information concerning adult basic education needs of the community, interest of local school board, transportation of pupils are of little concern to the agency.
FUNDS:	Private sources.
COLLABORATION:	Information not given.
PLANS:	To expand research and development of better training systems in adult basic education; to introduce a low cost system.
STUDENTS:	Total 18: 14 are men, 15 non-white, all from Public Assistance rolls, 18 between 18-26 years of age, 2 are seeking employment.

NATIONAL ASSOCIATION FOR THE ADVANCEMENT OF COLORED PEOPLE

TWENTY WEST FORTIETH STREET, NEW YORK, NEW YORK 10018

DIRECTOR:	Dr. John P. Morsell, Assistant Executive Director Miss June Shagaloff, Director of Education Program
ESTABLISHED:	1901
MAJOR GOALS:	"One of the prime objectives of the NAACP is the elimination of racial segregation in public education affecting Negro students and teachers, and securing equal educational opportunities. The Association, through its local branches and national office, seeks these objectives through community-parent education programs, persuasion and negotiation, political activity protest demonstrations, and court action."
STAFFING:	An agency staff member is in charge of education programs; agency employs professional staff at the national, State and regional levels; local activities are carried on by volunteer-teachers; while agency does not conduct adult basic education classes at the national level, numerous basic educational activities are being carried on at the grass-roots level as a means toward gaining agency's objectives.
ORGANIZATION:	Executive staff; agency members serve and work with national, State regional, metropolitan areas, as well as neighborhoods, cities, counties.
LOCATION AND FACILITIES:	Programs directed by agency members are carried on in all locations listed such as business section, suburbs, residential and rural areas; agency itself does not conduct literacy classes, but works in stimulating community organizations to undertake such activities; wherever possible locally donated facilities are used.
LIMITING FACTORS:	These would vary with basic educational activities at local levels.
FUNDS:	Private sources.
COLLABORATION:	Agency works in collaboration with local voluntary community organizations as well as with various public agencies.
PLANS:	To continue and expand existing programs.
STUDENTS:	Agency does not conduct adult literacy classes; works in basic education programs through affiliates and other organizations at the community level.

NATIONAL COUNCIL OF CHURCHES OF CHRIST IN THE U.S.A.
475 RIVERSIDE DRIVE, NEW YORK, NEW YORK 10027

DIRECTOR: Mr. Carl E. Williams, Staff Associate in Educational Development.

ESTABLISHED: 1950.

MAJOR GOALS: To encourage the study and the use of the Bible; to carry on programs for and with churches through which the life of the church may be renewed and the mission of the church may be fulfilled.

ORGANIZATION: Elected officers, incorporated, executive staff; national, regional, metropolitan, State, county, city served; national and international affiliation.

STAFFING: A staff member is in charge of general adult education programs; a full time paid staff associate is responsible for coordination of adult basic education activities as well as for consultation and dissemination of information; while agency does not conduct literacy classes at the national level, major adult basic education activities are carried on by the local units of the United Church Women of Christ which are committed to serving people at the grass roots level; considers special teacher preparation desirable to teach in adult basic education programs through in-service training or selected course work in adult education; considers teacher certification should not be required; agency uses volunteers.

LOCATION AND FACILITIES: Vary with local situations and projects; programs directed by agency members are carried on in all locations such as business section, suburbs, residential and rural areas; agency itself does not conduct literacy classes, but works toward stimulating community organizations to undertake such activities; wherever possible locally donated facilities are used.

LIMITING FACTORS: Qualified teachers, personnel for teacher training, information concerning adult basic education needs of the community, instructional materials are major concerns; lesser concerns are personnel to recruit students, support by other national agencies.

FUNDS: Private sources.

COLLABORATION: Office of Economic Opportunity's Adult Basic Education, Parent Groups.

PLANS: To work closely with other community agencies; coordinate activities and provide consultation.

NATIONAL BOARD OF THE YOUNG WOMEN"S CHRISTIAN ASSOCIATION
600 LEXINGTON AVENUE, NEW YORK, NEW YORK 10022

DIRECTOR: Miss Edith Lerrigo, General Secretary
Larry Snyder, Coordinator, Adult Literacy Projects.

ESTABLISHED: 1855.

MAJOR GOALS: To develop a religiously motivated membership; to provide services to meet the needs of women and girls; to reach the isolated woman to learn reading, writing, speaking English; to involve the isolated home women in not only in classes instruction, but also in curriculum planning and development; to develop literacy centers through out the country.

ORGANIZATION: Incorporated, executive staff; serves nationally; national and international affiliation.

STAFFING: Agency's work is entirely dependent on those volunteers who are willing to give three fourths of their time to current adult basic education activities; considers special preparation desirable to teach or lead adult basic education classes through teaching experience at different levels; teacher certification is not required; agency does not consider appropriate to comment on the kind or type of preparation required for literacy teachers in the absence of any substantial research findings on the subject; at present agency stresses teachers experiment with different approaches of teaching adults entirely based on the "adult as and where he is"; considers a "sympathetic attitude, flexible in approach, tolerance and understanding of values different from middle-class ones, encouraging student efforts, and a patient attitude" as those characteristics essential to effective instruction in adult basic education; national coordinator assigned 3/4 time for one year to set up pilot projects in conjunction with local associations through frequent visits and serving as a resource person, conducting home visits, organizing and working with grass roots level committees; one full time worker and several volunteers work locally with as many adults as enlisted for adult basic education classes.

LOCATION AND FACILITIES: Suburbs, residential area served; store front, homes of teacher and students facilities of the Y.W.C.A., community and neighborhood centers are used; facilities of the national headquarters and instructional materials are agency owned, whever possible local facilities and equipment are used.

LIMITING FACTORS: In developing national pilot projects agency's major concern is personnel to recruit students; of some concern are funds for adult basic education programming; factors such as qualified teachers, support at organizational level, information concerning adult basic education needs of the community, interast of local school board, instructional

	materials, transportation of pupils are of little concern at this stage.
FUNDS:	Private sources; one national pilot project is funded through special agency appropriations.
COLLABORATION:	Office of Economic Opportunity's Job Corps, Neighborhood Youth Corps, Work Experience, Parent-Groups, Migrant Workers, Consumer and Buyers Education, VISTA.
PLANS:	To assist local association inaugurate adult basic education projects in order to help the isolated home woman; to supply a road map of operations for guidance, to provide instructional materials in adult basic education; to expand national pilot projects in other regions of the country.
STUDENT:	Agency does not conduct adult basic education classes at the national level; student enrollment figures are available with local affiliates and pilot projects' coordinators.

NATIONAL BOARD OF THE YOUNG MEN'S CHRISTIAN ASSOCIATION
291 BROADWAY, NEW YORK, NEW YORK 10007

DIRECTOR: John W. Copeland (Adult Education).

ESTABLISHED: 1923, October.

MAJOR GOALS: To help individuals develop their innate abilities of the mind, body, spirit to the end that they help themselves, and useful to society in general.

ORGANIZATION: Elected officers, incorporated, executive staff; national, State, metropolitan, city areas served; international affiliation.

STAFFING: The national office has a full time, paid, staff at all levels of operation; provides consultative, coordinative services, and disseminates research information and findings to the State and local Y.M.C.A.'s throughout the country; while agency does not conduct literacy classes at the national level, major basic education activities are carried on by local Y.M.C.A's; agency does not consider that teacher certification should be required in order to teach adult basic education classes.

LOCATION AND FACILITIES: 18,000 Y.M.C.A.'s are spread throughout the country serving different communities and different kinds of clientele; each agency uses different types of facilities of which some are agency owned and others may be partly loaned, donated or rented; programs directed by agency members are carried on in all locations listed such as business sections, rural and residential areas and suburbs; wherever possible locally donated facilities are used.

LIMITING FACTORS: These would vary with problems at the State and local levels of operation.

FUNDS: Vary at the State and local levels; basic services to member agencies are provided through dues; funds are sought from various sources to finance demonstration projects, research activities, and promotional work.

COLLABORATION: Vary at the State and local levels of operations.

PLANS: Vary at the State and local units.

STUDENTS: Agency does not conduct literacy classes at the national level although several affiliates are engaged in conducting adult basic education activities locally; information pertaining to student enrollment is locally maintained.

NATIONAL COMMITTEE ON EMPLOYMENT OF YOUTH OF THE NATIONAL CHILD LABOR COMMITTEE
145 EAST 32ND STREET, NEW YORK, NEW YORK 10016

DIRECTOR: Eli E. Cohen
Seymour Lesh, Director of Special Training Programs.

ESTABLISHED: 1904, April.

MAJOR GOALS: To provide opportunity for youth and protection of children; to serve as reformer-critic, public educator, promotor-organizer, or consultant adviser.

ORGANIZATION: Incorporated, executive staff, national, regional, State, neighborhood, metropolitan, County, city served.

STAFFING: A staff member is in charge of adult basic education programs; four full time, paid, three occasional staff are engaged for short term projects; considers special teacher training desirable to teach in adult basic education classes through in-service training, a degree in related discipline, previous teaching experience at secondary college, or in short-term teaching project dealing with, a variety of subject matter and methodology; teacher certification is not required; considers a combination of formal college preparation and vocational training is desirable for teachers of adult basic education; considers "flexibility, innovativeness, an ability to get excited and to communicate that excitement to the trainees, an ability to relate life experiences to the curriculum" as those characteristics which most contribute to effective instruction in adult basic education.

LOCATION AND FACILITIES: Business sections served; community and neighborhood centers are utilized; office space, small tools, instructional materials are agency purchased, loaned donated; work training area is rented; wherever possible locally donated facilities are used.

LIMITING FACTORS: Major concerns are instructional materials and long delays in processing and implementing proposals; other concerns are funds, compliance with directives from other agencies, material and teaching aids.

FUNDS: Government appropriations.

COLLABORATION: Office of Economic Opportunity's Job Corps, Neighborhood Youth Programs, Head Start, Work Experience, Parent Groups, Migrants, Indians, VISTA.

PLANS: To continue present programs; to evaluate methods and techniques used; to provide consultation and guidance to other training projects.

STUDENTS: Total 61: 33 are women, 60 non-white, 22 between 18-26, 31 between 26-40, 8 are 40 years and over, 17 are from Public Assistance rolls, 2 are full time employed, 3 part time, 55 are seeking employment. Figures given are prior to training; 49 are full time employed now.

THE NATIONAL COUNCIL OF CHURCHES OF CHRIST IN THE U.S.A.
475 RIVERSIDE DRIVE, NEW YORK, NEW YORK 10027

DIRECTOR: Dr. R. H. Edwin Espy, General Secretary
Dr. Henry A. McCanna, Director, Delta Ministry

ESTABLISHED: 1950.

MAJOR GOALS: An ecumenical agency of the churches to facilitate cooperation, coordination, planning and church mission.

ORGANIZATIONS: Elected, executive staff; national, regional, metropolitan, State, county, city served; international affiliation with the World Council of Churches.

STAFFING: There is a section dealing with programs of a general adult education nature, but no staff member is currently in charge of adult basic education programs; two workers are occasionally employed on short term projects; special preparation desirable to teach adult basic education classes through in-service training, selected course work in adult education desirable but not essential; teacher certification not required; considers vocational preparation desirable for teachers since agency's work is largely with groups such as migrants and sharecroppers; agency provides pre-service and in-service training through weekend seminars, residential workshops, internships, institutes, and community council experience; considers personal characteristics such as "empathy, flexibility, ability to inspire and persistence" as those which most contribute to effective instruction in adult basic education.

LOCATION AND FACILITIES: Rural areas served; churches, schools, community and neighborhood centers are used; classroom, office space are rented; tools and instructional materials are donated; workshop, and mobile units are loaned; wherever possible locally donated facilities are used.

LIMITING FACTORS: Funds, teacher trainers, support by national agencies, interest of local school board, instructional materials are of great concern; personnel to recruit students, qualified teachers, and transportation of pupils are of some concern; current difficulties are seating, heating, lighting and ventilation.

FUNDS: Private sources.

COLLABORATION: Office of Economic Opportunity's Job Corps, Neighborhood Youth Corps, Public Schools Adult Title II B - Rural Loans, Migrants, Indians, Aged, VISTA.

PLANS: To expand program in Mississippi; to inaugurate projects in Appalachia; to cooperate with urban adult basic education programs carried on by the Metropolitan Mission agencies.

STUDENTS: Total 450: 300 women, 98 per cent non-white, 2% between 18-25, 10% between 26-40, 70% are 40 years and over, 98% are part time employed, 98% are seeking employment.

NATIONAL FEDERATION OF SETTLEMENTS AND NEIGHBORHOOD CENTERS
232 MADISON AVENUE, NEW YORK, NEW YORK 10016

DIRECTOR: Margaret E. Berry

ESTABLISHED: 1911

MAJOR GOALS: To further the development and promotion of the neighborhood center services in the U.S.A.; to represent neighborhood centers nationally in work with other voluntary and governmental agencies; to serve as liaison with neighborhood centers in other countries.

ORGANIZATION: Elected officers, incorporated, executive staff, national; general policies are made at the annual meeting; each member agency has one lay and one professional delegate; city or regional federations have one delegate.

STAFFING: Paid, professional staff at the national headquarters; local branches and neighborhood centers obtain consultative services, attend national meetings, participate in institutes, seminars; engage in local, State and national research at the national level; considers special teacher preparation desirable to teach adult basic education classes through a degree in education or a degree in related discipline, and previous teaching experience at elementary level; group work experience desirable.

LOCATION AND FACILITIES: Neighborhood centers are spread throughout the country; located in different sections of the community; serve different kinds of clientele; use many different types of facilities; wherever possible locally donated facilities are used.

LIMITING FACTORS: These would vary with varying problems at the State and local levels of operation.

FUNDS: Vary at the State and local levels; basic services to member agencies are provided through membership dues; funds are sought from other sources to finance demonstration projects, research activities, promotion work and recurring activities.

COLLABORATION: Vary at the State and local levels.

PLANS: Vary with State and local unit operations.

STUDENTS: Agency does not conduct literacy at the national level, although several affiliates are engaged in conducting adult basic education activities at the local level; information pertaining to student enrollment would be locally maintained.

NATIONAL URBAN LEAGUE
14 EAST 48TH STREET, NEW YORK, NEW YORK 10017

DIRECTOR: Mr. Whitney M. Young, Jr.

ESTABLISHED: 1910

MAJOR GOALS: To develop and administer programs which will improve the life chances of Negro Americans in areas of education, health, housing, economic development.

ORGANIZATION: Incorporated, executive staff; national, regional, city areas served.

STAFFING: A staff member is in charge of adult basic education programming; one is full-time, paid; while the agency does not conduct literacy classes at the national level, major basic education activities are carried on by agency affiliates; considers special teacher preparation desirable for adult basic education instruction through in-service training; teacher certification should not be required; agency provides both pre-service and in-service training facilities for its teacher-volunteers; considers personal characteristics such as "sensitivity for the needs of others and willingness to learn," as those which most contribute to effective instruction in adult basic education.

LOCATION AND FACILITIES: Residential areas, underprivileged communities, and slum districts served; churches, community and neighborhood centers utilized; instructional materials are agency purchased; classroom space is donated and office space is rented; wherever possible locally donated facilities are used; programs directed by agency members are carried on in all locations such as business, residential, and rural areas.

LIMITING FACTORS: Funds, support at organizational level, personnel for teacher training are major concerns; others are qualified teachers, student recruiting personnel, information concerning adult basic education needs of the community, interest of local school board, and transportation of pupils.

FUNDS: Both private and government.

COLLABORATION: Office of Economic Opportunity's Public School Adult Basic Education - Title II B; agency works in collaboration with local community organizations as well as with public agencies.

PLANS: To provide pre-employment training to the 5,000 adults who have been identified through the Skills Bank Program; to continue to expand adult basic education activities.

STUDENTS: Agency does not conduct literacy classes at the national level although several affiliates are engaged in conducting adult basic education activities at the local level; information pertaining to student enrollment is locally maintained.

NEIGHBORHOOD SERVICE ORGANIZATION OF DUCHESS COUNTY, INC.
1 LINCOLN AVENUE, POUGHKEEPSIE, NEW YORK

DIRECTOR: Rupert J. Tarver, Jr.

ESTABLISHED: 1960, January.

MAJOR GOALS: To develop and direct a flexible program of group work, leisure time and neighborhood service on a community or direct service basis for the Duchess Area Community; to improve the lives of individuals, families and neighborhoods with emphasis on working with those needing such services; to stress the essential qualities of good citizenship.

ORGANIZATION: Incorporated; county served; affiliated to the National Federation of Settlement and Neighborhood Centers.

STAFFING: A staff member is not in charge of adult basic education activities, however agency uses volunteer-teachers for various educational activities; considers special teacher preparation is desirable through in-service training, a degree in education or in related discipline or in adult education and teaching experience at different levels; teacher certification is not required; does not regard formal college preparation to be more effective than training in vocational education; conducts pre-service and in-service training through seminars and institutes; agency regards "teacher's knowledge of people served, and subject matter competency" essential to effective instruction in adult basic education.

LOCATION AND FACILITIES: School buildings, community, neighborhood centers and settlement house utilized.

LIMITING FACTORS: None indicated.

FUNDS: State government.

COLLABORATION: Office of Economic Opportunity's Neighborhood Youth Corps, Public School Adult Basic Education - Title II B, Aged.

PLANS: To cooperate with local schools in adult basic education activities; to continue agency's existing programs.

STUDENTS: Agency works in collaboration with local voluntary organizations as well as with various public agencies in identifying and recruiting adult students.

NEW YORK ASSOCIATION FOR NEW AMERICAN, INC.
15 PARK ROW, NEW YORK, NEW YORK 10038

DIRECTOR:	Philip Soskis.
ESTABLISHED:	1948, July.
MAJOR GOALS:	To assist newly arrived Jewish immigrants who live in New York City and its immediate vicinity; to provide services which are designed to help the newcomer become integrated into the community and thereby avail himself of existing community resources.
ORGANIZATION:	Elected officers, incorporated, executive staff; metropolitan New Yor k served.
STAFFING:	An agency member is in charge of adult basic education programming; one part time paid worker is engaged in adult basic education activities; agency considers special teacher preparation desirable to teach/lead adult basic education classes through a degree in education with specialization in teaching the foreign-born, and certification in teaching English as a second language are considered essential; teacher certification is required; considers formal college preparation and certification in English more effective than training in vocational education for instruction in agency's programs; regards "subject matter competency, warm personality, knowledge of the varying ethnic and cultural backgrounds and existing resources, ability to integrate vocational material into the program" as those characteristics which most contribute to effective instruction in adult basic education.
LOCATION AND FACILITIES:	Business sections served; schools, and facilities of voluntary organizations are utilized; classes are held within agency's sheltered workshop; other space such as office space, work training area are rented; instructional materials are agency purchased.
LIMITING FACTORS:	None indicated as agency's major concerns; current operational difficulties are in terms of transportation, location of classes, and for remodeling old quarters.
FUNDS:	Private sources.
COLLABORATION:	Office of Economic Opportunity's Program for the Aged.
PLANS:	To continue present projects and to expand as and when needs arise.
STUDENTS:	Total 23: 14 mem, 21 are 40 years and over, 21 are employed on a part time basis, 2 are from Public Assistance rolls.

NEW YORK LEAGUE FOR THE HARD OF HEARING
71 WEST 23RD STREET, NEW YORK, NEW YORK 10010

DIRECTOR: Eleanor C. Ronnei

ESTABLISHED: 1910.

MAJOR GOALS: To assist the hard of hearing; to prepare instructional materials.

ORGANIZATION: Elected officers, executive staff; metropolitan areas served; nationally affiliation with the American Hearing Society.

STAFFING: Agency has engaged one part time worker; occasional staff is employed when needed; considers special preparation is desirable to teach adult basic education classes through degree in related discipline; teacher certification not required; considers formal college preparation more effective in classroom instruction than on-the-job training; personal characteristics such as "empathy, humor, organizing ability, willingness to experiment, patience" as those which most contribute to effective adult basic education instruction.

LOCATION AND FACILITIES: Business sections served; facilities of voluntary organizations are utilized; classroom and office space are rented; instructional materials are agency purchased.

LIMITING FACTORS: Qualified teachers, information concerning adult basic education needs of the community, instructional materials are major concerns; others are teacher training personnel, support by national agencies.

FUNDS: Private sources.

COLLABORATION: Information not given.

PLANS: To include reading and language development for those whose hearing is impaired.

STUDENTS: Total 10: 7 men, 2 non-white, 10 between 18-26, no record kept of employment information.

NORTH SHORE CHILD GUIDANCE CENTER
1495 NORTHERN BOULEVARD, MANHASSET, NEW YORK 11030

DIRECTOR: Arthur K. Young, Ph.D.

ESTABLISHED: 1956, March.

MAJOR GOALS: Guidance for children and their parents.

ORGANIZATION: Elected officers, incorporated, executive staff; neighborhood served.

STAFFING: Considers special teacher preparation is desirable to teach/lead adult basic education instruction; agency uses volunteers who are given individual instruction; teacher certification is not required; agency provides pre-service training through seminars and institutes; "intelligence, warmth, willingness to accept students' goals, strong sense of responsibility, patience" are considered essential for effective instruction in adult basic education.

LOCATION AND FACILITIES: Suburbs served; churches, schools, libraries, facilities of voluntary community organizations are utilized; small tools, instructional materials are agency purchased; work training area is donated.

LIMITING FACTORS: Personnel to recruit students, instructional materials, qualified teachers, teacher trainers, interest of local school board are some concerns; currently encountered difficulties are materials and teaching aids, and location in terms of student convenience.

FUNDS: Private sources.

COLLABORATION: Office of Economic Opportunity funding to develop a more stable project with a paid coordinator and consultants.

STUDENTS: Total 27: 13 women, 11 non-white, 18 between 18-25 years, 16 are full time employed, one is from Public Assistance rolls.

ONTARIO LITERACY VOLUNTEERS
BOX 441, ONTARIO, NEW YORK 14519

DIRECTOR: Mrs. Robert D. Waterman, Chairman.

ESTABLISHED: 1965, October.

MAJOR GOALS: To teach reading, writing to adult illiterates on a 'one-teacher-to-one-pupil' basis, to encourage adults to enroll in a formal school program of adult basic education.

ORGANIZATION: Elected officers; county and rural township served; State affiliation with the United Church Women of New York State.

STAFFING: A staff member is in charge of adult basic education programs; 28 agency trained volunteer-teachers are engaged in various literacy activities; agency's entire work is dependent on volunteers; considers special teacher preparation essential to teach/lead adult basic education classes through in-service training, a degree in related discipline, or previous teaching experience; selected course work is considered essential; teacher certification is not required; pre-service and in-service training is provided through a 10-hour workshop given in 3-4 sessions; practice teaching and quarterly teacher meetings are held; considers characteristics such as "respect for the dignity of the student, patience, flexibility, reliability, intelligence, pleasant disposition' as those which most contribute to effective instruction in adult basic education.

LOCATION AND FACILITIES: Rural areas served; church, homes of teachers, library, facilities of voluntary organizations are used; small tools, films, screen, projector are loaned; instructional materials are agency purchased; work training area is donated; wherever possible locally donated facilities are used.

LIMITING FACTORS: Transportation of pupils, and the employment of at least one paid part time worker are agency's major concerns; funds, recruiting personnel, qualified teachers, organizational support, personnel for teacher training, information concerning adult basic education needs of the community, interest of local school board, instructional materials are of some concern to the agency; current difficulties are location in terms of student convenience and a need for a central office.

COLLABORATION: None with Office of Economic Opportunity indicated.

FUNDS: Private sources including those received by the Rotary Club and the Chamber of Commerce.

PLANS: To provide: teacher training workshops; surveys for recruiting volunteer-teachers; to review and evaluate instructional materials in adult basic education.

STUDENTS: Total 16: 9 women, 10 non-white, 4 from Public Assistance rolls, 10 full time employed, 2 seeking employment.

POLICE ATHLETIC LEAGUE
34-½ EAST TWELFTH STREET, NEW YORK, NEW YORK 10003

DIRECTOR: John J. Foley

ESTABLISHED: 1941

MAJOR GOALS: To serve the youth of New York City in the areas of sports, recreation, vocational guidance and placement.

ORGANIZATION: Executive staff; city and metropolitan areas served.

STAFFING: A staff member is in charge of adult basic education activities; three full-time, professional, two full-time secretarial workers, and six part-time, paid staff; agency uses teacher-volunteers; considers special teacher preparation necessary to teach/lead adult basic education classes through in-service training, a degree in related discipline, previous teaching experience at the elementary or secondary levels; teacher certification is not required; pre-service and in-service training is provided through individual guidance, supervision, and self-study; "sensitivity, maturity, intelligence, flexibility and social awareness" are considered essential for effective instruction in adult basic education.

LOCATION AND FACILITIES: Business section served; office building used; classroom, office space, work training area, small tools, are agency purchased; instructional materials are partly agency purchased, donated and rented; wherever possible locally donated facilities are used.

LIMITING FACTORS: Qualified teachers, motivating youth to participate in adult basic education are agency's major concerns; funds, recruiting personnel, teacher trainers, information concerning adult basic education needs of the community, instructional materials, transportation of pupils are of some concern; current difficulties are materials, teaching aids, and location in terms of student convenience.

FUNDS: Government funds.

COLLABORATION: Office of Economic Opportunity's Neighborhood Youth Corps, College Work Study, Work Experience, Parent-Groups, Adult Basic Education.

PLANS: To plan; to evaluate adult basic education activities which further the vocational aims of young adults.

STUDENTS: Total 134: 83 men, 125 non-white, 92 are between 18-26, 42 are between 16-17, 55 are full-time employed, 15 are seeking employment, 40 are from Public Assistance rolls.

PROJECT ABC - ECONOMIC OPPORTUNITY COUNCIL
236 ELIZABETH STREET, INDWOOD, NEW YORK 11696

DIRECTOR:	Miss Nancy Randolph.
MAJOR GOALS:	To provide basic skills of reading, writing to adults in economically depressed areas; to train teachers; to conduct pilot projects.
ORGANIZATION:	Executive staff; neighborhood served.
STAFFING:	A staff member is in charge of adult basic education programs: one part time paid, and one consultant on a voluntary basis; agency uses volunteers; considers special teacher preparation desirable to teach/lead adult basic education classes through in-service training, and selected course work in adult education; teacher certification not required; conducts pre-service and in-service training through institutes and monthly meetings; "a genuine regard for the student; a strong belief that basic reading skills are necessary in everyone's life, willingness to work consistently for a year, flexibility in adapting materials to student needs, and faith in the student's ability to learn" are considered essential for effective instruction in adult basic education.
LOCATION AND FACILITIES:	Suburbs served; church, school, library, facilities of voluntary organizations; space in agency owned premises are being used; small tools and instructional materials are agency purchased, classroom, office space, and work are rented, wherever possible locally donated facilities are used.
LIMITING FACTORS:	Personnel to recruit students, qualified teachers, motivating students are of major concern; others such as funds, information concerning adult basic education needs of the community, transportation of pupils and location in terms of student convenience are of some concern.
FUNDS:	Government sources.
COLLABORATION:	Office of Economic Opportunity's Job Corps, Neighborhood Youth Corps, Public School Adult Basic Education - Title II B, Aged, Consumer and Buyers' Education.

PLANS:	Expansion of present adult literacy programs; expansion of present conversational English classes for the foreign born adults.
STUDENTS:	38 are between the ages of 26-40, 35 are employed on a full time basis.

PUBLIC AFFAIRS COMMITTEE, INC.
381 PARK AVENUE, SOUTH, NEW YORK, NEW YORK 10001

DIRECTOR: Maxwell S. Stewart, Editor

ESTABLISHED: 1935 (First pamphlet was published in 1936).

MAJOR GOALS: "To present in concise, popular form, significant findings on important issues; subject matter includes, health problems, family relations, child development, personal concerns, economic problems and inter-group relations."

ORGANIZATION: Elected, incorporated, editorial board; nationally oriented.

STAFFING: Writers, editorial board.

LIMITING FACTORS: No information given.

LOCATION AND FACILITIES: No information given.

FUNDS: No information given.

COLLABORATION: With some of the Office of Economic Opportunity programs such as Youth Work, Adult Education, Community Action, and VISTA; these and other agencies are using Public Affairs Publications such as supportive material in adult basic education instructions.

PLANS: Agency considers that Public Affairs Publications are appropriate material for adult basic education programs; currently exploring the need for revising the publications to make them more suitable for adult basic education classes throughout the country.

YOUNG ADULT INSTITUTE AND WORKSHOP, INC.
109 8TH AVENUE, NEW YORK, NEW YORK 11215

DIRECTOR: Dr. Bert MacLeech, Ed.D.

ESTABLISHED: 1957

MAJOR GOALS: To assist young adults with special learning and adjustment problems to become productive workers and useful citizens.

ORGANIZATION: Incorporated, executive staff; metropolitan areas served.

STAFFING: An agency staff member is in charge of adult basic education programs; ten staff members are assigned to various adult basic education activities of whom three are full time, five are part time, and two are consultants employed on short term projects; agency considers special teacher preparation desirable to teach/lead adult basic education classes; a combination of preparation such as in-service training, a degree in education, a degree in related discipline and previous teaching experience are considered desirable; for agency's projects with the emotionally disturbed, brain injured and/or retarded, agency recommends special teacher preparation and certification are required; considers that a specialized background is more important than academic training; in-service training is provided for the experienced teachers through internships and discussions among agency staff members; considers "sensitivity to the needs of the individual and variety of experiences" as those which contribute most to effective instruction in literacy education; local school board is very cooperative to agency's efforts.

LOCATION AND FACILITIES: Business section served since agency is centrally located; facilities of voluntary organizations such as those of the churches, schools and agency workshop utilized; classroom, office space, work training area are rented; instructional materials are agency purchased.

LIMITING FACTORS: Funds are of major concern; personnel for teacher training, general support by national agencies are of some concern; of little concern are factors such as qualified teachers, students, organizational support, information concerning adult basic education needs of the community.

FUNDS: The 'functional adjustment project' is supported by a government research grant.

COLLABORATION: None with Office of Economic Opportunity indicated.

PLANS: To develop a pre-vocational program for multiple-disabled clients; to develop better knowledge about the community through adult education training; to relate community resources to clients' needs.

STUDENTS: Total 75: 50 men, 5 non-white, 64 are between 18-25, 11 are between 26-40 years of age, 34 are employed of whom 28 are on a full time basis, 16 are seeking employment, 3 are from Public Assistance rolls.

NORTH CAROLINA

ADULT BASIC EDUCATION RECRUITMENT PROGRAM
409, GEORGE STREET, NEW BERN, NORTH CAROLINA 28560

DIRECTOR:	Thomas B. Wallace.
ESTABLISHED:	1965, August.
MAJOR GOALS:	"To enroll majority of functionally illiterate adults in a three-county area in programs of adult basic education;" agency hopes "that literacy education will be a means to improve sanitation habits, general employability, and a general feeling of worthiness in the community."
ORGANIZATION:	Incorporated, executive staff; county, city and neighborhood served.
STAFFING:	Number of teachers and volunteers involved is not indicated; teacher certification is not required since agency plans to utilize the efforts of non-professional volunteers as teachers; agency conducts in-service training through residential workshops.
LOCATION AND FACILITIES:	Rural areas included; church, school, community and neighborhood centers are utilized; classroom and office space are donated; small tools and instructional materials are agency purchased; wherever possible locally donated facilities are utilized.
LIMITING FACTORS:	Personnel to recruit students, qualified teachers, support by national agencies, interest of local school board, instructional materials are agency's major concerns; current difficulties are in terms of materials and teaching aids.
FUNDS:	Government sources.
COLLABORATION:	Agency participates in all of Office of Economic Opportunity's Youth Programs, Adult Programs, Community Programs and VISTA.
PLANS:	Agency has submitted a proposal to Office of Economic Opportunity for expansion of current activities to include: use of volunteers as teachers of adult basic education; to inaugurate tutorial program; to provide extension counseling for the adult dropout; to provide evaluation to determine the learning rate, and ability of the student to apply his new skills of reading and writing.
STUDENTS:	Total 850: 600 women, 125 non-white, 50 are 18-25, 775 are between 25-40, 25 are 40 years and over.

AMERICAN ASSOCIATION OF UNIVERSITY WOMEN ASHEVILLE BRANCH
19 COLONIAL PLACE, ASHEVILLE, NORTH CAROLINA 28804

DIRECTOR: Mrs. R. S. Busey, Chairman

ESTABLISHED: 1961.

MAJOR GOALS: "To coordinate training activities of adult basic education teachers with those adults who are in need of literacy training."

ORGANIZATION: Elected officers; county and city served; national affiliation.

STAFFING: Agency does not have a full time staff member in charge of adult basic education program; agency's entire literacy program depends on volunteer-teachers of whom 23 are currently engaged in adult basic education work; considers special teacher preparation desirable to teach/lead adult basic education classes through in-service training, selected course-work, in adult education; teaching experience is indicated to be helpful but not necessary; agency considers that retired businessmen serve as "best teachers for men students;" teacher certification is not required; both pre-service and in-service training are provided through institutes and internships; considers characteristics such as "an open mind, basic acceptance of the adult illiterate, willingness to motivate regular, systematic work from the student" as those which are contributory to effective instruction in adult basic education.

LOCATION AND FACILITIES: Suburbs and residential areas served; libraries and homes of teachers utilized; instructional materials are both agency purchased and donated; wherever possible locally donated facilities are utilized.

LIMITING FACTORS: Interest of local school board is of major concern; personnel to recruit students, general support by national agencies, information concerning adult basic education needs of the community, instructional materials are of some concern; current difficulty is location in terms of student convenience.

FUNDS: Private sources.

COLLABORATION: As volunteers in Office of Economic Opportunity's programs and projects.

PLANS: "To provide public information services concerning community resources; to provide individual tutoring facilities in literacy instruction."

STUDENTS: None indicated.

MACON PROGRAM FOR PROGRESS
50 EAST MAIN STREET, FRANKLIN, NORTH CAROLINA

DIRECTOR:	Julian Griggs.
ESTABLISHED:	1964.
MAJOR GOALS:	To relieve economic deprivation and the effects of economic deprivation.
ORGANIZATION:	Executive staff; county served.
STAFFING:	An agency member is not specifically assigned to adult basic education; 15 full time and seven part time workers are employed by the agency; agency's literacy efforts are carried on mainly through volunteers, 14 of whom tutor non-readers in their homes; considers special teacher preparation desirable to teach adult basic education classes through in-service training; teacher certification not required; existing tutoring program does not involve classroom instruction; agency conducts pre-service training through institutes; considers "enthusiasm, expertise, concern for individuals" as those characteristics which most contribute to effective instruction in adult basic education.
LOCATION AND FACILITIES:	Residential and rural areas served; tutoring is conducted in students; homes; instructional materials are purchased from funds made available by the North Carolina Fund; wherever possible locally donated facilities and equipment are used.
LIMITING FACTORS:	Funds, qualified teachers, instructional materials are of some concern; agency uses field workers to recruit students.
FUNDS:	Private sources.
COLLABORATION:	Office of Economic Opportunity.
PLANS:	Expand the individual tutoring program.
STUDENTS:	Total 18: ten women, eight non-white, 12 are full time or part time employed, two are seeking employment.

WESTERN NORTH CAROLINA COMMUNITY ACTION, INC.
329-1/2 NORTH MAIN STREET, HENDERSONVILLE, NORTH CAROLINA 28739

DIRECTOR:	Clarence H. Goode.
ESTABLISHED:	1965, July.
MAJOR GOALS:	To implement the local program under the Economic Opportunity Act of 1964.
ORGANIZATION:	Incorporated, executive staff; county and city served.
STAFFING:	Agency makes use of local volunteers in order to recruit students for local organizations; does not consider formal teacher preparation is necessary for adult basic education classes; agency does not require teacher certification.
LOCATION AND FACILITIES:	Agency's own premises.
LIMITING FACTORS:	No information given.
FUNDS:	Office of Economic Opportunity.
COLLABORATION:	Office of Economic Opportunity; agency works in collaboration with local voluntary and governmental organizations in various literacy activities.
PLANS:	To continue to assist in recruiting non-readers for adult basic education classes; to cooperate with community colleges, State department of education and the Asheville-Buncombe Technical Institute in their recruiting programs.
STUDENTS	No information given.

WOMEN'S MISSIONARY BOARD, AUXILIARY BAPTIST STATE CONVENTION
301 HILLBORO STREET, RALEIGH, NORTH CAROLINA 27603

DIRECTOR: Miss Kathryn Bullard, W.M.S. Director

ESTABLISHED: No information given.

MAJOR GOALS: To promote literacy education through the love of Christ which prompts our concern for all people.

ORGANIZATION: Elected officers; State served; national affiliation.

STAFFING: A staff member is in charge of adult basic education programs; agency's entire adult basic education program is dependent on volunteer-teachers who are also members of the agency and provide regular voluntary tutoring to those in need; agency considers special teacher preparation is desirable to conduct adult basic education classes; teacher certification is not required; agency conducts both pre-service and in-service training for its teacher-volunteers through institutes and workshops; considers "love for God, love for people, and concern for all" essential to effective instruction in adult basic education.

LOCATION AND FACILITIES: Different sections of the State served; church facilities are used; homes of students and teachers are also used; instructional materials are purchased by the students and teachers; wherever possible, locally donated facilities are utilized.

LIMITING FACTORS: No information given.

FUNDS: Private sources.

COLLABORATION: With Office of Economic Opportunity's programs and community colleges, industrial centers and the local school system.

PLANS: To continue to motivate adult non-readers to pursue adult basic education; to recruit teachers; to provide consultative services to agencies embarking upon adult basic education programs; to provide teacher training; and to serve as a catalyst agency.

STUDENTS: No record is kept since agency's teachers are involved in individual tutoring and are spread throughout the State.

YATES BAPTIST ASSOCIATION
606 SNOW BUILDING, DURHAM, NORTH CAROLINA 27701

DIRECTOR:	Reverend Hubert S. Mumford.
ESTABLISHED:	1948, October.
MAJOR GOALS:	"To recruit students in need of literacy education; to encourage teachers of adult basic education."
ORGANIZATION:	Elected officers, executive staff; county and region served; national affiliation.
STAFFING:	Five full time, paid workers; agency uses volunteers; while agency does not conduct adult literacy classes itself, it considers special teacher preparation desirable to teach/lead adult basic education classes; teacher certification should not be required; does not regard formal college preparation to be more effective than vocational training in classroom instruction; conducts pre-service and in-service training through institutes, and periodic workshops; considers characteristics such as "mental alertness, a genuine interest, and subject matter competency" as those most contributory to effective instruction in adult basic education.
LOCATION AND FACILITIES:	Church and private homes are utilized; classroom is loaned; small tools and instructional materials are agency purchased; programs directed by agency members are carried on in all locations listed such as business sections, rural and residential areas; wherever possible locally donated facilities are used.
LIMITING FACTORS:	Personnel to recruit students is agency's major concern; other factors such as funds, qualified teachers, organizational and national agencies' support, teacher trainers, information concerning adult basic education needs of the community, interest of local school board and transportation of pupils are all of little concern to the agency.
FUNDS:	Private sources.
COLLABORATION:	None with Office of Economic Opportunity indicated.
PLANS:	To identify proper leadership in order to maintain organization in adult basic education; to encourage teachers; to identify and recruit adults in need of literacy education.
STUDENTS:	This information is not indicated since agency is primarily engaged in recruitment of students for those governmental and non-governmental agencies which are conducting literacy classes in the States and city .

OREGON

JEFFERSON PROJECT EVENING CLASS FOR ADULTS

5210 N. KERBY, PORTLAND, OREGON 97217

DIRECTOR: Dorothy J. Warren

ESTABLISHED: 1963, October.

MAJOR GOALS: "To conduct classes in beginning reading and related skills for illiterate and/or functionally illiterate adults."

ORGANIZATION: No formal organization; city, neighborhood served.

STAFFING: A staff member is in charge ofadult basic education programs; three part-time volunteers are engaged in literacy projects; teacher-volunteers for all programs; considers special teacher preparation desirable to teach or lead adult basic education classes through previous teaching experience at the elementary school level or in remedial reading; training special education is most helpful; teacher certification is not required; does not consider formal college preparation . more effective than vocational training; "interest, ability and good humor" are considered more important than previous teaching experience; "a talent for dealing with individual differences, the ability to learn from the students unobstrusively so that presentation can vary with the needs and interests of the individual in the class" are considered as those characteristics which most contribute to effective instruction in adult basic education.

LOCATION AND FACILITIES: Residential area of the city served; school facilities are used; agency's facilities such as classroom and instructional materials are donated; some teaching aids are produced by the agency; wherever possible, locally donated facilities are used.

LIMITING FACTORS: Personnel to recruit students, qualified teachers, instructional materials are major concerns; lack of daytime classes for adults who are unemployed.

FUNDS: Private.

COLLABORATION: No information given.

PLANS: To continue existing projects; to develop a day time reading center for adults who are unemployed and not able to go to evening school; inaugurate a program entitled "Late Start" in line with "Head Start" for adults who are functionally illiterate.

STUDENTS: Total: Fourteen; eleven women, three non-white, ten between 26-40, six from Public Assistance rolls.

REED COMMUNITY EDUCATION PROJECT
REED COLLEGE, PORTLAND, OREGON

DIRECTOR: Mrs. Kalesh Dudharkar

ESTABLISHED: 1964, December

MAJOR GOALS: To provide literacy training to the adult illiterates.

ORGANIZATION: Executive staff; county, city, region, neighborhood, metropolitan areas served.

STAFFING: Agency has one full time staff person; five teachers are currently employed in various adult basic education activities; occasional staff is engaged for short term projects; considers special teacher preparation desireable to teach or lead adult basic education classes through in-service training and previous teaching experience at the kindergarten or elementary level; considers formal college preparation is more effective than vocational training for classroom instruction; conducts pre-service and in-service training through workshops; a sense of enthusiasm is considered essential ingredient for effective instruction in adult basic education.

LOCATION AND FACILITIES: Business section, suburbs, residential, rural areas served; churches, schools, library, private homes, facilities of voluntary organizations are used; classroom, office space, work training area are donated; small tools and instructional materials are agency purchased; wherever possible locally donated facilities are used.

LIMITING FACTORS: Personnel to recruit students, information concerning adult basic education needs of the community, transportation of pupils, eye-tests and examinations and glasses for students are of some concerns to the agency.

FUNDS: Government sources.

COLLABORATION: Office of Economic Opportunity's Neighborhood Youth Corps, College Work Study, Public School Adult Basic Education - Title II-B, Parent Groups, Migrant Workers, VISTA.

PLANS: None mentioned.

STUDENTS: Total 150: 90 men, 75 non-white, 50 are 18-25, 50 are 26-40, and 50 are 40 years and over, 130 are from Public Assistance rolls, 60 are seeking employment, 40 are employed.

VALLEY MIGRANT LEAGUE
BOX 128, WOODBURN, OREGON

DIRECTOR: Sarah Hall Goodwin, Adult Education Director

ESTABLISHED: 1965.

MAJOR GOALS: "To provide: 1) adequate learning opportunities in spoken English for Spanish and Russian speaking people and basic education, meaning language and mathematics skills in the elementary grade range; 2) to provide pre-vocational, citizenship, and homemaking courses, including mechanics, welding, typing, sewing, cooking, motor vehicle laws, preparation for naturalization and classes for upgrading economic and job skills; 3) encourage individual and group initiative by farm workers in planning intensive vocational training opportunities with local school districts, community colleges, State department of education, MDTA, public welfare, industry and labor."

ORGANIZATION: Executive staff; city, county served.

STAFFING: A staff member is in charge of adult education programs: 56 paid, teachers are drawn from the public school system, five VISTA volunteers and two volunteer-teachers are assigned to various adult basic education tasks.

LOCATION FACILITIES: Classes meet in eleven public and two parochial schools; four church buildings, two privately owned shops, five

LIMITING FACTORS: None indicated.

FUNDS: Office of Economic Opportunity.

COLLABORATION: VISTA, Public School System, Opportunity Centers. Work Study Program, Portland State College, Home Demonstration Club.

PLANS: "To instill self-confidence and self-respect in migrants; to provide basic literacy skills to the Spanish-speaking and Russian-speaking population; to provide reading and language skills sufficient to provide a sense of accomplishment and readiness to take advantage of further opportunities; to assist the illiterates and semi-illiterates to deal with everyday economic, health, legal, and citizenship problems; to assist the 300-400 ex-migrant families better integrate in local situation."

STUDENTS: Total 757.

OHIO

FAIRBORN NEIGHBORHOOD CENTER
RICE AND KAUFMAN, FAIRBORN, OHIO 45324

DIRECTOR: Mrs. Mackey Goodman

ESTABLISHED: 1965, November

MAJOR GOALS: To help people to help themselves.

ORGANIZATION: Incorporated; executive staff; city and neighborhood served.

STAFFING: An agency member is in charge of adult basic education: six part time volunteers are assigned to adult basic education responsibilities; agency primarily uses volunteer-teachers; considers special teacher preparation desirable to teach/lead adult basic education classes; a combination of educational background such as in-service training, a degree in education, a degree in related discipline, selected course work in adult education or previous teaching experience is considered desirable; agency does not require teacher certification; agency combines in-service training of teachers having formal training with those without it successfully; agency finds teachers without formal training more effective since there are no "level" or "language" barriers between them and their students; agency considers characteristics such as interest, understanding the reasons why adults have not learned to read and write, ability to identify the hard worker, imagination to relate class materials to the adults' needs and daily interest.

LOCATION AND FACILITIES: Residential area of city covered; community and neighborhood centers used; classroom office space, work training area are donated; small tools and instructional materials are agency purchased; agency has set up a thrift shop from donated articles which provides income to run the center; students purchase needed articles at a price they can afford.

LIMITING FACTORS: Personnel to recruit studenta and not enough time for courses needed are agency's major concern; factors such as funds, qualified teachers, organizational and national agencies' support, information concerning adult basic education needs of the community, interest of local school board, instructional materials, transportation of pupils are of little concern to the agency.

FUNDS: Private entirely.

COLLABORATION: Office of Economic Opportunity's Parent-Groups.

PLANS: "To meet needs as they arise; to develop adult basic education programs in keeping with community requirements."

STUDENTS: Total:four.

INTERNATIONAL INSTITUTE OF YOUNGSTOWN
145 LINCOLN AVENUE, YOUNGSTOWN, OHIO 44503

DIRECTOR: Mrs. Adeline R. Nordgren.

ESTABLISHED: 1918

MAJOR GOALS: "The institute is a non-political and non-sectarian organization whose purpose is to assist in making effective use of the varied origins of theAmerican people.

ORGANIZATION: Elected officers, incorporated, executive staff; county, city metropolitan areas served; national, regional and international affiliation.

STAFFING Three full time paid, workers, one part; agency uses volunteers; considers special teacher preparation desirable to teach/lead adult basic education classes: in-service training, a degree in education, previous teaching experience in teaching English to the foreign-born; teacher certification is not required; considers formal college preparation is more effective than training in vocational education for adult basic education classes; agency provides pre-service training through community council experience "patience, enthusiasm, compassion, maturity" are considered essential for effective adult basic education instruction.

LOCATION AND FACILITIES: Agency's own premises which include a 14 room building are used: facilities and equipment used in adult basic education such as classroom, work training area, office space, small tools, and instructional materials are agency purchased.

LIMITING FACTORS: Funds, recruiting personnel, qualified teachers, organizational support, teacher trainers, support by national agencies, instructional materials are of major concern; others such as information concerning adult basic education needs of the community and transportation of pupils are of some concern to the agency.

FUNDS: Private sources

COLLABORATION: No collaboration with Office of Economic Opportunity mentioned.

PLANS: No information given.

STUDENTS: Total 105: 60 women, all white, 25 between 18-25, 50 between 26-40, 30 are 40 years and over, none are from Public Assistance rolls.

LITERACY PROJECT OF THE YOUNG WOMEN"S CHRISTIAN ASSOCIATION OF TOLEDO, OHIO

1018 JEFFERSON AVENUE, TOLEDO, OHIO 43600

DIRECTOR:	Miss Anna Meisse Mrs. Dorothy Montgomery, Director of local Literacy Project.
ESTABLISHED:	1966, March; this program is part of a pilot project being conducted by the National Board of the YWCA.
MAJOR GOALS:	To teach reading and writing of English.
ORGANIZATION:	Elected officers, executive staff; city neighborhood, metropolitan areas served; national and international affiliation.
STAFFING:	An agency member is in charge of adult basic education activities; agency's entire literacy efforts are manned by volunteer-teachers; agency considers special teacher preparation desirable to teach/lead adult basic education classes through in-service training, and selected course work in adult education; agency considers previous experience of teaching adults would be desirable; teacher certification is not required; agency does not provide preservice or in-service training as an experiment with "direct-creative-reaction of the teacher to the group" is being studied; some of the agency's teachers have had teaching experience; "a sense of adaptability, sympathy, some feeling for the students, for his values in his daily doings and an ability to be creative in approach," are essential for effective instruction in adult basic education,
LOCATION AND FACILITIES:	Residential area of city is served; community, and neighborhood centers are utilized; classes are held in agency's premises; office is located also at the YWCA; instructional materials are agency purchased.
LIMITING FACTORS:	Personnel and effective recruiting methods, support at organization level are major concerns; current difficulties center around recruiting, "mixing middle-class along with indigenous volunteers effectively", a continuity of student attendance.
FUNDS:	Private sources
COLLABORATION:	None with Office of Economic Opportunity Programs are indicated.
PLANS:	To provide adult basic education opportunities for the illiterate housewife; to provide continuity in instructional approach; to provide basic education "as far as the student will go, either with us or by referral to appropriate agencies, to involve the illiterate housewife in other YWCA activities using literacy as a technique for greater participation."
STUDENTS:	Total 8: 4 women.

LORAIN YOUNG WOMEN'S CHRISTIAN ASSOCIATION - LITERACY PROJECT
6th AND REID AVENUE, LORAIN, OHIO 44052

DIRECTOR: Mrs. Martha Becker.

ESTABLISHED: 1956, Septamber.

MAJOR GOALS: "To build a fellowship of women and gorls from different nationalities, race, creed and economic status; informal group work agency with membership open to all; to conduct recreational programs built around membership needs; to conduct adult literacy classes originally designed for those native born who had attended three years of schooling now also includes those foreign-born who cannot read write, or speak English".

ORGANIZATION: Elected officers, executive staff; city, neighborhood served: provides services to communities of Sheffield Lake, Avon, Avon Lake, Vermilion, and other parts of Lorain county; national, regional and international affiliation.

STAFFING: A staff member is in charge of adult basic education programs: 6-8 teacher-volunteers serve in a supervisory capacity; agency uses volunteers; considers special teacher preparation desirable to teach/lead adult basic education classes; through a combination of training such as in education, or previous teaching experience at the elementary level; teacher certification is not required; considers formal college preparation more effective than vocational training; agency uses retired elementary school teachers for adult basic education classes; provides pre-service training through 'teacher-training sessions', and review of instructional materials; characteristics such as a "genuine interest for adult basic education, sustained dedication, empathy with and interest in participants" are considered as those which most contribute to effective instruction in adult basic education.

LOCATION AND FACILITIES: Residential area of city served; facilities of voluntary organizations are used; classrooms with blackboards are loaned, instructional materials are agency purchased.

LIMITING FACTORS: Agency does not indicate any major concerns; factors such as funds, personnel to recruit students, qualified teachers, information concerning adult basic education needs of the community are of some concern; current difficulty is in terma of location of classes; scarcity of volunteer-teachers.

FUNDS: Private sources.

COLLABORATION: Office of Economic Opportunity's Neighborhood Youth Corps.

PLANS: "The Department of Adult Education has offered adult basic education classes with little success because evening classes are not convenient for aroung-the-clock shift workers; to provide classes for women during morning hours".

STUDENTS: Total 54: 43 women, 16% are non-white, 16 % are unemployed.

NEIGHBORHOOD HOUSE
1536 EAST 30th STREET, LORAIN, OHIO

DIRECTOR: Lois Bulfelt

ESTABLISHED: 1926, November

MAJOR GOALS: Not indicated.

ORGANIZATION: Incorporated; executive staff; city and neighborhood served; national and regional affiliation.

STAFFING: A staff member is in charge of adult basic education programs: one part time, paid; agency mostly uses volunteer-teachers; considers special teacher preparation desirable to teach/lead adult basic education classes: in order of importance agency indicated a degree in education, selected course work in adult education, in-service training, or previous teaching experience desirable; teacher certification not required; recognizes the value of gaining a "sound basic philosophy and understanding" as theoretical formulations and insights gained rather than first acquiring techniques and "how-to-do-it" without basic philosophical understanding; both pre-service and in-service training are given through regular weekly meetings and conferences; considers "an ability to accept people as they are, to accept slow progress, to effectively use simple language, and a sense of humor" as those characteristics which most contribute to effective instruction in adult basic education.

LOCATION AND FACILITIES: Residential area of city covered; school, community and neighborhood centers are used; classroom, office space, small tools and instructional materials are agency donated for adult basic education programs.

LIMITING FACTORS: Funds, qualified teachers are agency's major concern; personnel for teacher training, transportation of pupils are factors which are of some concern; current operational difficulties are in terms of location and staff.

FUNDS: Private

COLLABORATION: None indicated.

PLANS: None indicated.

STUDENTS: Total 36: 22 Women, all white, 27 are between 26-40 years, 35 are employed of whom 27 are full time employed.

SOUTHSIDE NEIGHBORHOOD CENTER
1324 HILLMAN, YOUNGSTOWN, OHIO 44507

DIRECTOR: Charles A. Smith.

ESTABLISHED: 1960, September

MAJOR GOALS: "To improve family life by offering educational services in cooperation with the city officials and other neighborhood groups."

ORGANIZATION: Operates at neighborhood, city and metropolitan levels; national affiliation.

STAFFING: Agency employs two full-time and four part-time paid workers; uses occasional consultative services of two specialists on a paid basis; agency provides in-service training; although agency requires teacher certification in some cases it does not consider it necessary; college preparation according to the teacher's needs is desirable; undertakes pre-service training, residential workshops, institutes and internships for teacher-volunteers; placed high value on "understanding, on ability for effective communication polite and a friendly disposition" as useful characteristics for teachers of adult basic education.

LOCATION AND FACILITIES: Caters to the needs of the urban areas; uses facilities of church and voluntary agencies as the YW/YMCA, Red Cross and neighborhood centres; provides own instructional materials and small tools; office and classroom are donated; workshop training area is rented.

LIMITING FACTORS: Feels some concern for qualified teachers; little concern is also felt for other aspects of programming in adult basic education classes.

FUNDS: Receives some government funds.

COLLABORATION: Agency works with and through other neighborhood associations and parent groups.

PLANS: Hopes to expand and intensify its programs.

STUDENTS: Total students 18: all non-whites including 12 females, eight of them between 26-40 years, and 10 are over 40, three of them have full-time jobs, eight part-time employed, two are seeking employment.

SOUTH SIDE SETTLEMENT
363 REEB AVENUE, COLUMBUS, OHIO 43207

DIRECTOR:	Bernard Wohl.
ESTABLISHED:	1899
MAJOR GOALS:	"To make possible participation in enriched community life by neighbors".
ORGANIZATION:	Operates at city and neighborhood levels, national and regional affiliation.
STAFFING:	Employs one full-time paid worker and six unpaid part-time workers; considers in-service training, degree and experience as desirable for those engaged in literacy activities; uses volunteers for its programs for whom agency conducts in-service training.
LOCATION AND FACILITIES:	Residential semi-slum areas served; facilities of community and neighborhood centre utilized; agency's own facilities and equipment are also utilized in adult basic education activities; instructional materials are donated.
LIMITING FACTORS:	Paucity of funds are agency's major concern.
FUNDS:	Private sources; does not get Government grants.
COLLABORATION:	Office of Economic Opportunity's Neighborhood Youth Corps.
PLANS:	None indicated
STUDENTS:	Enrollment not mentioned.

UNITED CHURCH WOMEN OF THE TOLEDO AREA
3425 EDGEBALE ROAD, TOLEDO OHIO 43606

DIRECTOR: Mrs. W. C. Taylor.

ESTABLISHED: January, 1962

MAJOR GOALS: To serve people from all walks of life.

ORGANIZATION: Operates at county and city levels; national affiliation.

STAFFING: Agency employs 15 full-time workers; considers in-service training, selected course work and seminar experience desirable; uses volunteers for whom pre-service training through residential workshops is provided; places high value on "understanding, patience, sense of humor, kindness, gentle and loving disposition on the part of the teachers" or those involved in adult basic education programs.

LOCATION AND FACILITIES: Programs directed by agency members are carried on in all locations, paricularly rural areas served; uses facilities of community and neighborhood agencies; agency purchases own instructional materials; classroom partly donated and partly rented; wherever possible locally donated facilities and equipment are used.

LIMITING FACTORS: Feels greatly concerned about the dearth of information on adult basic education, as well as the inadequacy of instructional materials; some concern about funds, personnel for recruiting students, and qualified teachers; little concern about support at organizational level indicated.

FUNDS: Gets financial support from non-governmental sources.

COLLABORATION: Office of Economic Opportunity's Job Corps, public schools, Programs for the Aged and for Migrant Workers.

PLANS: "Plans to improve transportation facilities for students to make it possible for them to take advantage of the classes offered by the Board of Education."

STUDENTS: Total 127: 75 females, all white of Spanish origin, ages not recorded as a matter of agency policy, only 50 of them are employed.

WEST SIDE COMMUNITY HOUSE
3000 BRIDGE - CLEVELAND, OHIO 44113

DIRECTOR: Mr. Shig Okada.

ESTABLISHED: 1904, February

MAJOR GOALS: "To provide services to the residents of the area, and to involve them in community life in relation to seeking solution to their specific proglems".

ORGANIZATION: Executive staff; operates at neighborhood and metropolitan levels.

STAFFING: No indication about full-time or part-time staff; considers in-service training, degree and seminar experience desirable for adult basic education personnel; requires teacher certification and prefers college preparation; uses volunteers and provides pre-service training; places high value rapport on "the teachers' ability to establish rapport with the students, and positive interest in their welfare.

LOCATION AND FACILITIES: Urban areas served; agency functions with the help of other community and neighborhood organizations; office space and classroom loaned; instructional materials and small tools donated.

LIMITING FACTORS: Feels greatly concerned about funds and general support from national agencies; has some concern in relation to the availability of qualified teachers, dearth of information about adult basic education, apathy of the local school boards, inadequacy of transportation facilities for students, and shortage of instructional materials.

FUNDS: Private sources.

COLLABORATION: Office of Economic Opportunity's Neighborhood Youth Corps, Public Schools, Parent-Groups, Consumers' and Buyers Education Program, etc.

PLANS: Plans to continue the existing programs; proposes to lay greater emphasis on up-grading employment skills with a view to improving the students' employability.

STUDENTS: Total students 45: 23 women, two non-whites, 14 between the age of 18 and 25, and the remaining being between 26 and 40 years; 18 have full-time jobs, six have part-time jobs, 21 are not seeking employment.

OKLAHOMA

BAPTIST MISSION CENTER
2125 EXCHANGE AVENUE, OKLAHOMA CITY, OKLAHOMA 73108

DIRECTOR: John V. Hawk

ESTABLISHED: 1907

MAJOR GOALS: To meet individual needs through the Gospel of Christ.

ORGANIZATION: Executive staff; county, city, metropolitan areas served; national affiliation.

STAFFING: A staff member is in charge of adult basic education programs; three occasional staff persons are engaged in short-term projects; agency uses volunteers; considers special teacher preparation desirable through in-service training and selected course work in adult education; considers previous teaching experience at the elementary level desirable; teacher certification is not required; pre-service training offered for teacher-volunteers through workshops; considers "emotional maturity, spiritual concern, membership in a local Baptist church" essential to effective instruction in adult basic education.

LOCATION AND FACILITIES: Business section, residential area served; churches, community and neighborhood centers, teacher and student homes are used; instructional materials are agency purchased; work training area, classroom and office space are donated; wherever possible locally donated facilities and equipment are used.

LIMITING FACTORS: Personnel to recruit students and qualified teachers are major concerns; current difficulties are transportation, location in terms of student convenience, recruitment of students and providing the right kind of motivation to students.

FUNDS: Private sources.

COLLABORATION: No information given.

PLANS: To continue teacher training workshops on a quarterly basis; to continue and increase efforts to locate and motivate students.

STUDENTS: Total 12: eight women, three non-white.

LAUBACH LITERACY PROJECT OF THE OKLAHOMA CITY
429 WEST FAIRCHILD, MIDWEST CITY, OKLAHOMA 73110

DIRECTOR:	Mrs. Fred Peterman, Temporary Chairman.
ESTABLISHED:	1965, July.
MAJOR GOALS:	Inform and instruct Oklahoma people in the War Against Illiteracy.
ORGANIZATION:	No formal organization; State served; national and international affiliation.
STAFFING:	A staff member is in charge of adult basic education; one volunteer part time worker is assigned to literacy activities; agency uses volunteers for all projects; considers special teacher preparation desirable to teach or lead adult basic education classes; a background of selected course work in adult education is desirable; teacher certification is not required as all teaching is based on the Each-One-Teach-One method; agency provides pre-service training through workshops; considers concern, patience, flexible attitudes; essential characteristics of teachers in adult basic education.
LOCATION AND FACILITIES:	Business section, residential area served; churches, facilities of voluntary organizations such as the Y.W.C.A. are used; classroom and work training area are loaned; instructional materials are agency purchased.
LIMITING FACTORS:	Qualified teachers, personnel for teacher training are major concerns; other factors such as personnel to recruit students, information concerning adult basic education needs of the community are of some concern.
FUNDS:	Private sources.
COLLABORATION:	Office of Economic Opportunity's Job Corps.
PLANS:	To expand program of teacher training; to continue holding state-wide literacy workshops; to strengthen working relationship with Laubach Literacy, Inc.
STUDENTS:	Trained five teachers: three men, one non-white, four are full time employed.

SHAWNEE LITERACY COUNCIL
1920 NORTH BELL, SHAWNEE, OKLAHOMA 74801

DIRECTOR: Mrs. Warren Angell.

ESTABLISHED: 1959 under the auspices of the Southern Baptist Missionary Committee

MAJOR GOALS: "To teach non-reading adults to read independently; to teach simple arithmetic; to teach in context that knowledge may be applicable to daily needs."

ORGANIZATION: No formal organization; county and city served; functions under the general stimulus of Laubach Literacy, Inc.

STAFFING: A member is in charge of adult basic education programs; seven part-time volunteers are assigned to specific tasks in adult basic education; agency considers special teacher preparation is desirable to teach/lead adult basic education classes; a combination of in-service training, a degree in education or in related discipline, and previous teaching experience at the elementary level are desirables; teacher certification is not required; considers college prepared teachers have confidence in the subject matter but does not see any reason why high school graduates could not teach adult basic education; both pre-service and in-service training are provided through seminars, residential workshops, internship and self-study; characteristics such as "calm personality, non-agressive, good listener , dedicated, reliable, and firm" are considered as those which most contribute to effective instruction in adult basic education.

LOCATION AND FACILITIES: Business section, residential areasserved; school facilities are used; classroom, office space, work training area are donated, instructional materials are agency purchased; wherever possible locally donated facilities are used.

LIMITING FACTORS: Funds, recruiting personnel, qualified teachers, support at organization level, personnel for teacher training, information concerning adult basic education needs of the community, instructional materials are major concerns; current difficulties are lighting, ventilation, teaching aids, and fans.

FUNDS: Private sources.

COLLABORATION: None with the Office of Economic Opportunity indicated; agency works with other local groups in the community.

PLANS: To improve methods of teaching; to train teachers; to put continual pressure on publishers and on adult education agencies for producing better teaching materials; to work with the public school reading improvement projects; to work towards establishing Federal Credit Unions for low-income people.

STUDENTS: Total 23: 17 women, 13 non-white, eight full time employed, 18 are 40 years and over, two from Public Assistance rolls.

PENNSYLVANIA

AMERICAN BAPTIST HOME MISSION SOCIETIES
VALLEY FORGE, PENNSYLVANIA 19481

DIRECTOR: Dr. William H. Rhoades, Executive Secretary.

ESTABLISHED: 1827.

MAJOR GOALS: "Recruiting and training missionaries for services in North America; to provide Christian training to its members."

ORGANIZATION: Elected, incorporated, executive staff; national, State, city, region, neighborhood, metropolitan areas served; national affiliation.

STAFFING: A staff member is in charge of adult basic education programming: one full-time paid worker, two part-time paid workers; considers teacher training desirable to teach/lead adult basic education classes; recommends in-service training, selected course work in adult education, previous teaching experience as desirable preparation; teacher certification not required; considers most effective teachers in classroom instruction are college certified rather than those with vocational education background; considers both pre-service and in-service training essential for teacher-volunteers; agency conducts institutes, and internships; "love of people, ability to communicate, ability to establish rapport, ability to teach without racial prejudices" are considered as those characteristics which most contribute to effective instruction in adult basic education.

LOCATION AND FACILITIES: Churches, community and neighborhood centers are used; agency's facilities and equipment used in adult basic education such as classroom, office space, work training area, small tools, instructional materials and mobile units are agency purchased.

LIMITING FACTORS: Funds are of major concern; other factors such as qualified teachers, support at organizational level, teacher trainers, information concern adult basic education needs of the community, interest of local school board and instruction materials are of some concern to the agency; current difficulty is location in terms of student convenience.

FUNDS: Private sources.

COLLABORATION: Office of Economic Opportunity's Job Corps, Neighborhood Youth Corps, Public School Adult Basic Education - Title II B, Parent-Groups, Migrant Workers, Indians, Aged.

PLANS: Plans are flexible so as to meet changing needs.

STUDENTS: Total 525: 305 are men, 520 non-white, 110 between 18-25, 235 between 26-40, 180 are 40 years and over.

COMMUNITY PROGRESS COUNCIL
225 E. MARKET STREET, YORK, PENNSYLVANIA 17403

DIRECTOR: Carlton D. Trotman.

ESTABLISHED: 1965, April.

MAJOR GOALS: Conduct and administer Community Action Programs.

ORGANIZATION: Incorporated, executive staff; county, city, neighborhood and metropolitan areas served; national affiliation.

STAFFING: Five full-time workers and two part-time paid workers are assigned to various educational tasks; considers special teacher preparation desirable to teach/lead adult basic education classes; teacher preparation through a combination of training such as a degree in related discipline, selected course work in adult education, previous teaching experience at the elementary, adult, remedial tutoring basis is desirable; teacher certification is not required; considers formal college preparation to be more effective than vocational training; provides both pre-service and in-service training; "ability to identify with students, relate to individual needs, ability to make materials meaningful" are considered as those characteristics which most contribute to effective instruction in adult basic education.

LOCATION AND FACILITIES: Adult basic education classes are held in different parts of city and in different types of facilities; "facilities and equipment used in literacy classes vary as circumstances dictate."

LIMITING FACTORS: Personnel to recruit students is of great concern; other factors such as qualified teachers, teacher trainers are of some concern.

FUNDS: Private sources.

COLLABORATION: Office of Economic Opportunity's College Work Study, Parent-Groups, Consumer and Buyers Education.

PLANS: "To include programs within the scope of neighborhood service centers which provide service for low-income families."

STUDENTS: No information given.

FRIENDS NEIGHBORHOOD GUILD
703 NO. 8TH. STREET, PHILADELPHIA, PENNSYLVANIA 19123

DIRECTOR: Francis Bosworth.

ESTABLISHED: 1879, November.

MAJOR GOALS: "Help people of a neighborhood to effect programs for their own welfare through individual and group action."

ORGANIZATION: Elected officers, incorporated, executive staff; neighborhood served; national affiliation with the National Federation of Settlements and Neighborhood Center; regional affiliation with the Delaware Valley Settlement Alliance.

STAFFING: Thirty-five full-time, paid, professional workers, 15 part-time, paid workers; considers special teacher preparation desirable to teach/lead adult basic education classes; suggests in-service training, a degree in education, or a degree in related discipline as good teacher preparation; teacher certification not required; agency does not use volunteers; pre-service training given when necessary; in-service training given periodically through internships; considers "warm personality, subject-matter competency, understanding and informal attitude: as those which most contribute to adult basic education instruction.

LOCATION AND FACILITIES: Residential area served; community and neighborhood center utilized; classrooms, office space, work training area, small tools, instructional materials are agency purchased.'

LIMITING FACTORS: Funds, personnel for teacher training are major concerns; personnel to recruit students, qualified teachers are of some concern.

FUNDS: Both public and private funds are provided for adult basic education.

COLLABORATION: OEO's Neighborhood Youth Corps, College Work Study, Public School Adult Basic Education - Title II B, Parent Groups, Aged, Consumer and Buyers' Education.

PLANS: "Expansion of present facilities; to provide a summer institute in adult basic education which will be something between a Little Red School House (three R's) and a Danish Folk School."

STUDENTS: Total 70, 40 men, 20 non-white, 10 between 18-25, 60 between 26-40.

JOHNSTOWN REGIONAL CENTRAL LABOR COUNCIL
227 BEDFORD STREET, JOHNSTOWN, PHILADELPHIA 15901

DIRECTOR: Russell B. Thomas.

ESTABLISHED: 1962, September.

MAJOR GOALS: "To provide education classes for union member and residents of respective communities."

ORGANIZATIONS: Elected officers; region served; State and national affiliation.

STAFFING: A staff member is in charge of adult basic education programs; six volunteer agency members are in charge of different projects on a part time basis; agency considers special teacher preparation desirable to teach/lead adult basic education classes through selected course work in adult education; teacher certification is required; agency uses college professors for instruction; "specialization in a given area, interest in teaching, and ability to instruct" are considered essential for effective instruction in adult basic education.

LOCATION AND FACILITIES: Business section; local union halls are used; instructional materials are agency purchased; classroom and office space are donated.

LIMITING FACTORS: Factors such as funds, recruiting personnel, qualified teachers, organizational support, teacher trainers, support by national agencies, information concerning adult basic education needs of the community, instructional materials, transportation of pupils are of some concern to the agency.

FUNDS: Private sources.

COLLABORATION: Office of Economic Opportunity's Parent-Groups.

PLANS: "To continue series of classes established by the Department of Labor Education, Pennsylvania State; to review future proposals for adult basic education programs."

STUDENTS: Total 45: 20 women, 35 are between 26-40, all are employed.

SOUTH DAKOTA

SOUTH DAKOTA CONFERENCE BOARD OF EDUCATION OF THE METHODIST CHURCH
MITCHELL, SOUTH DAKOTA, 57301

DIRECTOR: Earl E. Lewis, Executive Secretary

ESTABLISHED: 1948

MAJOR GOALS: To provide training for adult leaders in the Church.

ORGANIZATION: Elected officers, executive board; State of South Dakota served; national and international affiliation.

STAFFING: A staff members is in charge of adult basic education programs; agency's entire adult basic education acitivities are dependent on volunteers; four are part time volunteers whose expenses are paid by agency; considers a combination of academic training and teaching experience desirable; teacher certification required; considers formal college preparation more effective than vocational training in the preparation of teachers for classroom instruction; provides both pre-service and in-service training for teacher-volunteers through seminars and institutes; considers those teachers most effective "who have a good background in educational methodology, human relations training, and actual in-service training."

LOCATION AND FACILITIES: Rural area served; church facilities are used; small tools and instructional materials are agency purchased; classroom, office space, and work training area are donated; wherever possible locally donated facilities are used.

LIMITING FACTORS: Funds, qualified teachers, support at organizational level, personnel for teacher training, information concerning adult basic education needs of the community are major concerns; the national board of the Methodist Church is aware of operational limitations and has extended cooperation and assistance.

FUNDS: Private.

COLLABORATION: None with Office of Economic Opportunity indicated.

PLANS: To serve as a catalyst; to recruit and to provide referrals to appropriate agencies.

STUDENTS: Agency's efforts are directed toward individual tutoring programs; members provide literacy instruction on a One-to One basis.

SOUTH CAROLINA

AIKEN READING CLINIC
310 BARNWELL AVENUE, N.E., AIKEN, SOUTH CAROLINA 29801

DIRECTOR Mrs. Marie W. Dahlen.

ESTABLISHED: 1964, August.

MAJOR GOALS: "To alleviate the high percentage of illiteracy in the State of South Carolina."

ORGANIZATION: No formal organization; service volunteer project; county, city served; agency uses the Laubach method of teaching basic writing and reading but not affiliated with national office.

STAFFING: Agency's entire adult basic education activities are dependent on volunteers of whom eight are full time teachers, three are part time teachers, one secretary and one treasurer are working with the Literacy Committee; agency considers special teachers preparation desirable to teach/lead adult basic education courses; suggests selected course work in adult basic education is desirable; teacher certification is not required; considers college preparation of teachers necessary for teaching advanced level literacy students but not required for adult basic education classes; provides both pre-service and in-service training for teacher-volunteers through residential workshops, institutes, class observances; these sessions involve four teachers who present class methods to the beginning teachers; streamlined English series are used; "motivated by a desire for service, dedication without racial prejudices, and an ability to establish rapport with the student without condescension" are considered as those characteristics which most contribute to effective instruction in adult basic education.

LOCATION AND FACILITIES: Residential area served; Salvation Army, Negro Community Center, Negro Church Parsonage and facilities of other voluntary organizations are used; classroom space is donated, small tools and instructional materials are agency purchased or donated, 14 desks are loaned, fuel and teacher materials are donated, "curtains, floor lamps, pictures, blackboard, potted plants are added to create a comfortable homelike atmosphere;" wherever possible locally donated facilities are used.

LIMITING FACTORS: Personnel to recruit students, students who need to attend classes, instructional materials, interest of local school board, funds are considered major concerns; current difficulty is in terms of lighting.

FUNDS: Private sources.

COLLABORATION: Office of Economic Opportunity's Pilot Project - Head Start, VISTA, and several volunteers provided tutorial services in other adult basic education programs, to assist slow learners.

PLANS: To offer assistance such as teachers, students and facilities to Office of Economic Opportunity sponsored adult basic education activities in the county.

STUDENTS: Total 21: three women, eight non-white, six are 40 years and over.

SOUTHERN CHRISTIAN LEADERSHIP CONFERENCE CENTER IN SOUTH CAROLINA
ROUTE 1, BOX 117, FORTE MATTE, SOUTH CAROLINA 29050

DIRECTOR: Hope Williams (respondent)

ESTABLISHED: Date not given.

MAJOR GOALS: "A citizenship school for adults designed to assist illiterate people on the elementary level; help them secure basic education and voting right."

ORGANIZATION: Elected, incorporated, executive staff; State, regional, county, city, neighborhood and metropolitan areas served; State and regional affiliation also affiliation with the United Church of Christ.

STAFFING: A staff member is in charge of adult basic education programs; agency uses volunteers; workers are members of the Southern Christian Leadership Conference some of whom are full time employees of the school; a class term is of three month duration; considers special teacher preparation desirable to teach Adult Basic Education classes through previous teaching experience at the elementary and secondary level; teacher certification not required; agency provides in-service training through weekend seminars, community council experience, and periodic refresher courses; considers the teacher's task "as those of seeking new way and means to deal with adults" as most contributory to effective classroom instruction.

LOCATION AND FACILITIES: Suburbs of city, residential and rural areas; church school, facilities of other voluntary organizations such as the YWCA and the Red Cross, community and neighborhood centers utilized instructional materials are both purchased by the agency as well donated for use.

LIMITING FACTORS: Funds, teacher training personnel, and information concerning adult basic education needs of the community are major concerns, personnel to recruit students and support at organizational level are other related concerns.

FUNDS: Private sources.

COLLABORATION: Office of Economic Opportunity's Community Action Program, Parent-Groups.

PLANS: Hope that funds will be granted which will help carry out adult basic education programs with the assistance of clubs and leagues.

STUDENTS: Total: 38: 23 women, all non-white, 17 are 40 years and over.

SOUTHERN CHRISTIAN LEADERSHIP CONFERENCE: SOUTH CAROLINA BRANCH
P. O. BOX 238, WAGNER, SOUTH CAROLINA 29164

DIRECTOR: Wyatt Lee Walker, Co-worker Mrs. Eddie L. Halloway

ESTABLISHED: 1957, March.

MAJOR GOALS: "Desegregation through non-violence."

ORGANIZATIONS: Elected, executive staff; national, regional, county and city served; national and regional affiliation.

STAFFING: A staff member is in charge of adult basic education; one full time paid employee; agency uses volunteers; considers special teacher preparation desirable to teach adult basic education classes through a selected course work in adult basic education; teacher certification required; agency provides both pre-service and in-service training through weekend seminars, residential workshops institutes, community council experience; does not consider formal college preparation of teachers to be more effective than vocational training.

LOCATION AND FACILITIES: Business section, rural areas served; church, community and neighborhood center utilized; office space, work area, small tools, instructional materials and mobile units are purchased by the agency; classroom space is loaned.

LIMITING FACTORS: Personnel for teacher training, support by national agencies, are of great concerns, others are recruiting personnel, qualified teachers, information on adult basic education needs of the community, and transportation of pupils.

FUNDS: Private.

COLLABORATION: Office of Economic Opportunity's Job Corps, Adult Basic Education, Parent-Groups, and VISTA.

PLANS: "Continuation of the activities of the Improvement League, the Community Association Club, and the Friendship Community Literacy Committee.

STUDENTS: Total 500: 75 females, all non-white.

TENNESSEE

CHATTANOOGA AREA LITERACY MOVEMENT, INC. (CALM)
SISKIN MEMORIAL BUILDING, 525 VINE STREET, CHATTANOOGA, TENNESSEE 37403

DIRECTOR: Mrs. Boyd Jacoway.

ESTABLISHED: 1959, September.

MAJOR GOALS: To reduce the rate of illiteracy in the area.

ORGANIZATION: Elected, incorporated, executive staff, Board of Directors; county, city, region, neighborhood, metropolitan areas served.

STAFFING: A staff member is in charge of adult basic education programs; two are full time, paid workers, one is part time, paid, and one is assigned to short term projects; agency considers special teacher preparation desirable to teach/lead adult basic education instruction; considers in-service training, a degree in education, or selected course work in adult education and previous teaching experience at the elementary or secondary level desirables does not require teacher certification; agency uses volunteers; both pre-service and in-service training are provided through residential workshops; "understanding an ability to teach adults, competence in the subject matter butmust not flaunt his knowledge, be able to communicate with the students, participate in agency's workshop" are considered essential to effective instruction in adult basic education.

LOCATION AND FACILITIES: Business section, suburbs; church, school, library, facilities of voluntary organizations, neighborhood and community centers, private homes of students and teachers are used; classrooms, office space, and work training area are donated, small tools, and instructional materials are agency purchased.

LIMITING FACTORS: Personnel to recruit students, information concerning adult basic education needs of the community, instructional materials are the major concerns; current difficulties being encountered are in terms of transportation, materials and teaching aids.

FUNDS: Private.

COLLABORATION: Public School Adult Basic Education Program - Title II-B, VISTA.

PLANS: To employ a liaison part time staff member in order to coordinate center and branch centers' projects; to follow-up drop-outs, to visit absentees; to contact industries for employment of students and for recruiting their employees; to have consultative assistance from Miss Nell Pearson on curriculum, teacher conferences, and new materials in adult basic education.

STUDENTS: Total 332: 176 men, 138 non-white, 45 are between 18-25, 177 are between 26-40, 110 are 40 years and over.

DEPARTMENT OF ADULT PUBLICATIONS OF THE METHODIST CHURCH
201 EIGHTH AVENUE, SOUTH, NASHVILLE, TENNESSEE 37203

DIRECTOR:	Horace R. Weaver, Ph. D., Editor-in-chief.
ESTABLISHED:	Information not given.
MAJOR GOALS:	To produce instructional materals for beginning communication skills program.
ORGANIZATION:	Executive staff, serves nationally.
STAFFING:	A staff member is in charge of adult basic education programing: 17 are full time, paid workers, 40 are engaged as occasional staff for short term projects; considers special teacher preparation desirable to teach/lead adult basic education classes: in-service training, a degree in related discipline; teacher certification not required; considers formal college preparation more effective than vocational training for teachers of adult basic education pre-service training offered: weekend seminars, institutes, workers conferences, and laboratory sessions; teachers must "fulfill the mission of Jesus Christ, obedience in the commands of Christ, a sense of justice, compassion, and concern for others" are considered to contribute most to effective instruction in adult basic education.
LOCATION AND FACILITIES:	Suburbs, residential and rural areas served; church, school, library, community and neighborhood centers utilized; each church generally has its own facilities and equipment which are used in adult basic education projects.
LIMITING FACTORS:	Qualified teachers, support at organizational level, information concerning adult basic education needs of the community, instructional materials are major concerns; other factors such as funds, teacher trainers, and teaching aids are of some concern to the agency.
FUNDS:	Private sources.
COLLABORATION:	Office of Economic Opportunity's Parent-Groups, Aged, VISTA.

PLANS: "To present in 1967 a two-year program of a foundation course for adults; to issue a 180-page book accompanied by selected reading kit which will include such items as maps, charts, plastic records, tapes, prepared stencils, evaluation sheets; to produce by 1969 a set of series: 1) studies for parents; 2) Christian life series; 3) Christian service series, and 4) Leadership Training series; the old International series will be included.

STUDENTS: Total 1,300,000: women 55%, 10% non-white, 50,000 are between 18-25, 700,000 between 26-40, 500,000 are 40 years and over, 70% are employed.

HIGHLANDER RESEARCH AND EDUCATIONAL CENTER
1625 RIVERSIDE DRIVE, KNOXVILLE, TENNESSEE 37915

DIRECTOR: Miles Horton

ESTABLISHED: 1961, November.

MAJOR GOALS: "To instruct and teach the techniques of adult basic education and the use of democratic rights and responsibilities; to teach the significance of democratic processes of this country, without discrimination as to race, creed or color."

ORGANIZATION: Elected officers, incorporated, executive staff; southeast region served.

STAFFING: Two full time, paid workers, 5-25 part time paid and voluntary workers are engaged on various literacy projects; 5-25 consultants are assigned to short term projects; agency does not consider special teacher preparation necessary to teach/lead adult basic education classes; teacher certification not required; agency provides both pre-service and in-service training through weekend seminar, residential workshops, institutes, and internship; "the will to do something about the situation in which one finds himself" is considered essential for teachers working in the field of adult basic education.

LOCATION AND FACILITIES: Business section, suburbs, residential and rural areas served; church, community and neighborhood centers, and private homes are used; classroom space is partly purchased, loaned, and rented; office space is rented; work training area is both loaned and rented; small tools, instructional materials, mobile units are agency purchased.

LIMITING FACTORS: Funds, qualified personnel to recruit students, support at organizational level are of some concern to the agency; factors such as teacher trainers, general support by national agencies, information concerning adult basic education needs of the community, interest of local school board, transportation of pupils are of little concern at the present time.

FUNDS: Private sources.

COLLABORATION: Agency works in collaboration with local voluntary organizations and with various public agencies.

PLANS: "To relate adult basic education to individual and local problems such as voter registratio, voter education, poverty, and government candidacy.

STUDENTS: Total 1541: approximately 1,000 women, 500 are between 18-25, 500 between 26-40, 540 men are 40 years and over, 750 from Public Assistance rolls, 800 are employed.

L.B.J. AND C. DEVELOPMENT CORPORATION
MONTERRY, TENNESSEE 38574

DIRECTOR: Clifford Ingram.

ESTABLISHED: 1964, December.

MAJOR GOALS: To support the War on Poverty Programs.

ORGANIZATION: Incorporated, executive staff; five counties served.

STAFFING: No information is given on the number of workers engaged in literacy activities; agency considers special teacher preparation desirable to teach/lead adult basic education classes; suggests in-service training, a degree in education or selected course work in adult education and teaching experience at the college level as adequate background; teachers serving in adult basic education programs are deputed by the County School Board; considers college prepared teachers to be more effective in classroom instruction than vocationally trained teachers; in-service training for teacher-volunteers is provided by the County School Board; considers an "understanding, patience, and concern" as those characteristics which most contribute to effective instruction in adult basic education.

LOCATION AND FACILITIES: Rural areas served; school, community and neighborhood centers are used; rural school buildings either owned by community or school system; wherever possible locally donated facilities are used.

LIMITING FACTORS: Interest of local school board is of major concern; other factors such as qualified teachers, personnel for teacher training, instructional materials, transportation of pupils are of some concern to the agency.

FUNDS: Government sources.

COLLABORATION: Office of Economic Opportunity's Neighborhood Youth Corps, Rural Loans, Public School Adult Basic Education - Title II-B, Parent-Groups, Aged, VISTA.

PLANS : To continue working jointly with the county school superintendents and the public school system in the inauguration and promotion of adult basic education programs in the State.

STUDENTS: Total 400.

SENIOR CITIZENS, INC.
1800 BROADWAY, NASHVILLE, TENNESSEE

DIRECTOR: Sebastian Tine.

ESTABLISHED: 1956, May.

MAJOR GOALS: "To contribute to the physical and mental well-being of the older individual by involving him in meaningful activities and significant relationships."

ORGANIZATION: Incorporated, executive staff; county, city, metropolitan areas served.

STAFFING: A staff member is in charge of adult basic education program; agency has a staff of ten full time paid workers, 13 part time workers of whom seven are paid and six are volunteers; agency uses volunteers on short-term projects; considers special teacher preparation necessary for instruction in adult basic education through a combination of training such as a degree in education and previous teaching experience at the secondary or college level; teacher certification is not required; considers formal college preparation is more effective than vocational training for classroom instruction; agency provides both pre-service and in-service training for teacher volunteers through weekend seminars, internships and self-study.

LOCATION AND FACILITIES: Business section, suburbs served; classroom, office space, small tools and instructional materials are agency purchased.

LIMITING FACTORS: Transportation of pupils is of major concern; other factors such as qualified teachers, personnel for teacher training, information concerning adult basic education needs of the community and interest of local school board are of some concern; current difficulties encountered are seating, heating, lighting, transportation, and location in terms of student convenience.

FUNDS: Private sources.

COLLABORATION: Office of Economic Opportunity's Neighborhood Youth Corps, Foster and Grandparent Program, Aged.

PLANS: "To employ a full time director; to organize activities to meet the needs of approximately: 35,000 older people in metropolitan Nashville area."

STUDENTS: Total 240: 200 women, 49 non-white, none seeking employment.

WESLEY HOUSE CENTERS
101 UNIVERSITY COURT, NASHVILLE, TENNESSEE 37210

DIRECTOR: N. C. Brunson

ESTABLISHED: 1894.

MAJOR GOALS: "To offer opportunities for individual and social development; to strengthen family life; to develop leadership among community members."

ORGANIZATION: Elected officers, executive staff; neighborhood served; national affiliation.

STAFFING: One staff member is loaned to the agency by the Board of Education; considers special teacher preparation desirable to teach/lead adult basic education programs; a combination of course work in adult education or in related discipline, previous teaching experience at the elementary level are desirable; Board of Education requires teaching certification; considers formal college preparation more effective than vocational training for classroom instruction; "recognition of the worth of the individual, acceptance, patience, sense of humor" are considered essential to effective instruction in adult basic education.

LOCATION AND FACILITIES: Inner city housing project served; community and neighborhood centers are used; classroom space is both loaned and donated.

LIMITING FACTORS: Personnel to recruit students is a major concern to agency.

FUNDS: Government sources.

COLLABORATION: Office of Economic Opportunity's adult basic education program.

PLANS: "To continue providing space and other facilities to the Board of Education for adult basic education classes;" to work in collaboration with putlic as well as voluntary community organizations.

STUDENTS: Total six: all women, four non-white.

TEXAS

ANGLETON LITERACY COUNCIL
130 WEST LIVE OAK, ANGLETON, TEXAS 77515

DIRECTOR: Miss Ruth Reese

ESTABLISHED: 1964, October.

MAJOR GOALS: "To teach adult illiterates to read, write, and speak English in order to become better citizens.

ORGANIZATION: Elected officers; city served; national affiliation.

STAFFING: An agency member in charge of adult basic education programing: seven are full time volunteers; one part time volunteer; agency's entire program dependent on volunteers; teacher certification not required; considers formal college preparation more effective than vocational training in teacher preparation; provides pre-service and in-service training through workshops, and self-study; personal characteristics such as "patience, kindness, enthusiasm, tolerance, interest in human welfare" essential for effective instruction in adult basic education.

LOCATION AND FACILITIES: School and library facilities are used; classroom, small tools, instructional materials are donated; work training area is loaned.

LIMITING FACTORS: Information concerning adult basic education needs of the community is of major concern; other factors such as recruiting personnel, qualified teachers, support at organizational level, interest of local school board are of some concern to the agency; current difficulty is ventilation.

FUNDS: Private.

COLLABORATION: None with Office of Economic Opportunity.

PLANS: To increase enrollment; to train teachers; to stimulate community interest in adult basic education activities.

STUDENTS: Total 23: 12 men, four non-white, 21 are employed on full time basis.

CAMERON - WILKIES COUNTIES LITERACY COUNCIL
717 BOWIE, HARBINGER, TEXAS 78550

DIRECTOR: Judge Marilyn O. Johnson.

ESTABLISHED: 1964, September.

MAJOR GOALS: Adult Basic Education in Lower Rio Grande Valley.

ORGANIZATION: No formal organization; four counties served; State affiliation.

STAFFING: Agency uses volunteers; 12 part-time consultants are engaged on short-term projects; considers special teacher preparation desirable to teach/lead adult basic education classes through in-service training, selected course work in adult education; teacher certification not required; considers formal college preparation more effective in providing agency's classroom teachers than vocational preparation; provides both pre-service and in-service training for teacher-volunteers through weekend seminars, community council experience, self-study; "a genuine understanding of the problems of the illiterate" is considered essential for effective instruction in adult basic education.

LOCATION AND FACILITIES: Residential area, school facilities are used; classroom, office space, work training area are loaned; instructional materials are agency purchased.

LIMITING FACTORS: Interest of local school board is of some concern to the agency.

FUNDS: Private sources.

COLLABORATION: Office of Economic Opportunity's Public School Adult Basic Education - Title II-B, Parent-Groups, Migrant Workers.

PLANS: To encourage local school boards to participate in Office of Economic Opportunity's Adult Basic Education activities.

STUDENTS: Total 4,000: 2,000 women, 2,000 are 40 years and over.

COMMUNITY COUNCIL OF COMAL AND BLANCO COUNTIES
BOX 230, NEW BRAUNFELS, TEXAS

DIRECTOR: Jerome Vacek

ESTABLISHED: 1965, December.

MAJOR GOALS: To provide education and social programs designed to eliminate poverty.

ORGANIZATION: Incorporated, executive staff; counties served.

STAFFING: One paid part time worker engaged on short term projects; considers special teacher preparation desirable to teach/lead adult basic education classes through in-service training, and previous teaching experience at the elementary level; teacher certification not required; does not consider formal college preparation more effective than vocational training for teachers in adult basic education; considers age of teachers as a very important factor in literacy classes; "teachers must be as old as the students in order to do an effective job".

LOCATION AND FACILITIES: Residential area of city serve; school facilities utilized; classroom is loaned; instructional materials are agency purchased.

LIMITING FACTORS: Lack of information concerning adult basic education needs of the community is a major concern; qualified teachers, personnel for teacher training, support by national agencies, instructional materials are some related concerns.

FUNDS: Government; adult basic education funds.

COLLABORATION: Agency has applied for adult basic education, Title II B, Consumer and Buyers' education.

PLANS: "To establish oral English speaking centers for those wishing to enroll in basic literacy classes; to provide tutors and consultants for those who have graduated from adult basic education classes to technical programs".

STUDENTS: Total: 160, 90 men, 160 Mexicans, 100 full time employed, 40 part time employed, 5 seeking employment, 20 from Public Assistance rolls.

ELLEN MCCARTER STEWART SCHOOL
11103 MEMORIAL DRIVE, HOUSTON, TEXAS

DIRECTOR:	Ellen McCarter Stewart.
ESTABLISHED:	1940, September.
MAJOR GOALS:	"To teach adults to read, write and speak English; to provide basic instruction in English, mathematics and related subjects for college preparation; to avoid the usage of grading."
ORGANIZATION:	No formal organization; private tutorial services are offered; city, States within the United States and foreign countries included; national affiliation.
STAFFING:	A staff member in charge of adult basic education programs: one full time paid, two to four assistants, paid; considers teacher preparation desirable to teach/lead adult basic education classes; recommends a degree in education and previous teaching experience at college level; teacher certification is a prerequisite; considers special qualification required for the program planning in adult basic education mainly in educational psychology, and guidance; pre-service or in-service training is not given; agency's specialist in literacy work lectures to other agencies on adult basic education methodology and materials; recognizes the importance of "perception of adult needs on the part of teachers, ability to present meaningful materials" as essential to effective instruction in adult basic education.
LOCATION AND FACILITIES:	Private home used; residential areas served.
FUNDS:	Private sources.
COLLABORATION:	Study of Job Corps programs and projects.
PLANS:	To promote adult basic education activities in the State of Texas and throughout the country; to provide consultative service in literacy education to foreign countries; to assist local and national agencies to write and produce adult interest instructional materials.
STUDENTS:	Total 26: 20 men.

EL PASO LITERACY COUNCIL, INC.
517 N. CAMPBELL STREET, EL PASO, TEXAS.

DIRECTOR: Guillermo Villarreal, Chairman.

ESTABLISHED: 1962.

MAJOR GOALS: To teach functional illiterates to read, write, and speak English.

ORGANIZATION: Elected officers, incorporated; city, neighborhood, suburbs, county served.

STAFFING: Agency's work is entirely dependent on volunteer-teachers recruited from church groups, civic clubs, and interested teachers and other individuals; a staff member is in charge of adult basic education programs who is also the chairman of the Committee; teacher certification not required; workshops conducted to teach interested persons how to conduct groups and classes; teachers travel long distances to attend workshops.

LOCATION AND FACILITIES: Council has the use of a program center free of charge; church and recreation halls are utilized; public housing projects, private homes are also used.

LIMITING FACTORS: Current difficulties are: availability of easily accessible centers, location of classes in terms of student convenience, keeping records of students, recruiting teachers and students and agency correspondence.

FUNDS: Private: non-profit; teachers work on a volunteer basis.

COLLABORATION: With various community organizations interested in adult basic education activities.

PLANS: To obtain more teachers; to obtain more easily accessible teaching centers; to improve administrative problems; to increase membership; to improve curriculum and course outlines; to conduct periodic analytical testing and grading of participants.

STUDENTS: As of June 1965, 1,200 adults have received certificates, passed citizenship examinations, received better job wages, better understanding of civic obligation.

GREGG COUNTY LITERACY COUNCIL
1308 HOLLYBROOK, LONGVIEW, TEXAS 75601

DIRECTOR: Mrs. Frank C. Canter.

ESTABLISHED: 1963, March.

MAJOR GOALS: "To make available on voluntary basis, basic reading, writing, speaking skills to the illiterates and semi-illiterates in the county; to provide instructional materials to deserving students at no cost."

ORGANIZATION: Elected officers; county, city served; affiliation with the Texas Literacy Council at the State level.

STAFFING: An agency member is in charge of adult basic education programs: 10 volunteer-teachers are assigned to specific adult basic education responsibilities; agency uses volunteer teachers; considers special teacher preparation desirable to teach/lead adult basic education classes; recommends in-service training, selected course in adult education or previous teaching experience at the elementary level, workshop experience, on individual teacher-supervisor counseling; teacher certification not required; formal college preparation is not considered more effective than vocational education in teacher training; pre-service and in-service training are provided through residential workshops, community council experience, and self-study; considers personal characteristics such as "an alert personality, well-read, attractive, happy, ability to deal with adults without giving a feeling of condescention are essential pre-requisites for effective instruction in adult basic education.

LOCATION AND FACILITIES: Business, residential area served; church and Red Cross facilities are used; classroom and work training area are donated; small tools and instructional materials are agency purchased; typing and mimeographing facilities are also donated.

LIMITING FACTORS: Personnel to recruit students, qualified teachers, personnel for teacher training, instructional materials are major concerns; other are organizational support, information concerning adult basic education needs of the community, interest of local school board, transportation of pupils; current difficulties are materials and teaching aids, location in terms of student convenience.

FUNDS: Private sources.

COLLABORATION: No information given.

PLANS: "To inaugurate additional reading centers throughout the county; to make popular a variety of basic texts and supplementary reading materials in the communication skills; to develop a listing of resource persons and specialists who would assist non-readers in their own places of work; to encourage public school to continue with adult basic education instruction; to investigate the uses of programed instruction at basic literacy levels.

STUDENTS: Total 19: 10 men, eight non-white, 15 full-time employed.

HOUSTON LITERACY COUNCIL, INC.
P.O. BOX 4132, HOUSTON, TEXAS 77014

DIRECTOR: Mrs. Ann Harp, Chairman

ESTABLISHED: 1963, October.

ORGANIZATION: Elected officers, incorporated, executive staff, committees appointed by the Chairman.

MAJOR GOALS: "To activate and coordinate any organization for the purpose of teaching adult illiterates in Harris County; to provide teacher training workshops and evaluate materials; organize student referrals; and provide teachers."

STAFFING: Agency's entire program is dependent on volunteers: 53 are part time workers assigned to specific tasks; special teacher preparation is considered desirable to teach/lead adult basic education classes; recommended selected course work in adult education for prospective teachers; considers teacher certification a prerequisite for those interested in classroom instruction in adult basic education; agency considers religious education more effective than either formal college preparation or vocational education; provides both pre-service and in-service training for teacher-volunteers through weekend seminars and church and library meetings; personal characteristics such as "love, understanding, compassion, respect for the illiterate, generous in recognizing effort, ability to communicate with the students, ability to present materials interestingly and appropriate to the needs" are considered as those which are contributory to effective instruction in adult basic education.

LOCATION AND FACILITIES: Business section, suburbs, residential areas of city served; church, library, community and neighborhood centers, Boy's Club, county prison are used; classroom space work training area, and instructional materials are donated; mobile libraries which come certain days provide books for fourth grade reading level and up; tape recorders and screens are loaned.

LIMITING FACTORS:	Funds and interest of local school board are of concern to the agency.
FUNDS:	Private sources.
COLLABORATION:	Agency provides volunteer-teachers to Public School adult basic education programs.
PLANS:	"To expand adult basic education activities in cooperation with local churches; to provide information on adult basic education to interested voluntary agencies; to continue providing easily accessible reading centers."
STUDENTS:	Total 208: 148 women, 197 are non-white including Spanish and foreign-born, 20 are between 18-25, 118 are between 26-40, 70 are 40 years and over; agency assists in locating employment.

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OUR LADY'S NEIGHBORHOOD CENTER
515 S. KANSAS STREET, EL PASO, TEXAS 79948

DIRECTOR:	Reverend Richard M. Thomas, S.J.
ESTABLISHED:	1952, November.
MAJOR GOALS:	"To provide a settlement house type program primarily for the square mile territory known as South El Paso serving an estimated population of 35,000 Spanish-speaking Mexicans intermingled with Negroes."
ORGANIZATION:	Elected officers, incorporated, executive staff; national, State, county, city neighborhood, region covering one square mile, four blocks from the border are served.
STAFFING:	An agency staff member is in charge of adult basic education programs: 21 members are paid workers of whom 12 are full time in addition to volunteers and consultants engaged for summer projects; special teacher preparation is not considered necessary to teach/lead adult basic education classes; agency uses volunteers; teacher certification is not required; does not consider formal college preparation necessarily provides more effective background for teaching adults than vocational education; pre-service training is given through residential workshops and private instruction by senior staff members; agency considers "love of children and adults and understanding their problems as foreigners on this soil" as those characteristics which are contributory to effective instruction of adults.
LOCATION AND FACILITIES:	Suburb of city served; community and neighborhood centers utilized; classroom and instructional materials are donated, small tools are purchased.
LIMITING FACTORS:	Funds, recruiting personnel, support at organizational and national levels, personnel for teacher training, instructional materials are agency's major concerns; current difficulties are seating, heating, lighting, ventilation, materials and teaching aids; school building is inadequate and old.
FUNDS:	Private sources.

COLLABORATION: None with Office of Economic Opportunity indicated; Our Lady's Neighborhood Center's Social Services Department provides a channel through which donations and contributions of clothing, medicine, are available as well as the services of a registered nurse.

PLANS: Continuation of present activities, particularly general community services and specific adult basic education programs.

STUDENTS Total approximately 600: 95% are Mexicans.

MATHIS COMMUNITY ACTION COMMITTEE, INC.
P. O. BOX 807, MATHIS, TEXAS 78368

DIRECTOR:	H. F. Aguirre, Jr.
ESTABLISHED:	1965, April.
MAJOR GOALS:	"To organize educational activities such as remedial reading, literacy courses, job training and counselling, health education, home-management."
ORGANIZATION:	Incorporated, executive staff; county and city served.
STAFFING:	A staff member is in charge of adult basic education activities; one full time, paid, professional worker is agency-employed, six part-time volunteer-teachers are assigned to different adult basic education activities; agency considers special teacher preparation desirable to teach/lead adult basic education classes through in-service training and previous teaching experience at the adult level is most helpful; teacher certification is not required; considers formal college preparation more effective than vocational education for instruction in agency's activities; since all volunteer-teachers are employed elsewhere agency considers it necessary to hold both pre-service and in-service training through individual conferences, and self-study; characteristics such as "patience, common sense, practical knowledge of current events, consideration of others, and imagination" are considered essential for effective instruction in adult basic education.
LOCATION AND FACILITIES:	Residential area of city served; community and neighborhood centers utilized; classroom is rented; instructional materials are agency purchased; visual aids are prepared by teachers and social workers.
LIMITING FACTORS:	Interest of local school board, transportation of pupils are agency's major concerns; of some concern are teachers, and personnel for teacher training; personnel to recruit students, organizational support, information concerning adult basic education needs of the community and instructional materials are of little concern at the moment; current difficulties are lighting and transportation.

FUNDS: Office of Economic Opportunity.

COLLABORATION: Neighborhood Youth Corps, Migrant Workers.

PLANS: To seek more qualified teachers; to hold summer training courses; dissemination of information on programs such as Medicare, Social Security benefits; to stress on teaching to speak English correctly rather than on written English.

STUDENTS: Total 35: 23 women, 11 are from Public Assistance rolls, 28 are employed, two are seeking employment.

NATIONAL COUNCIL OF JEWISH WOMEN, DALLAS SECTION
505 NO. ERWAY - DALLAS, TEXAS.

DIRECTOR: Mrs. Walter Hirsch.

ESTABLISHED: February 1961.

MAJOR GOALS: "To use public relations media to recruit students from amongst the 50,000 illiterates of Dallas area; to provide training for teacher-volunteers to man the 32 centers opened in schools, churches, and public housing projects; and to set up a permanent agency for teacher training.

ORGANIZATION: Operates at county, city, neighborhood and metropolitan levels; an affiliate of the national and the regional organizations.

STAFFING: Employs a full time paid director and a secretary; rest of the program is carried on by volunteers; considers in-service training, selected course orientation and previous experience desirable; provides pre-service training as well as in-service training to teacher-volunteers.

LOCATION AND FACILITIES: Caters to the needs of the business section and the suburban areas; agency makes use of the facilities of the churches, schools, libraries, voluntary organizations, community and neighborhood bodies in carrying out its programs; space for a classroom and workshops is loaned; office space and small tools donated; instructional materials are agency purchased.

LIMITING FACTORS: Shows great concern in relation to personnel for recruiting students, qualified teachers, availability of instructional materials, and transportation facilities.

FUNDS: Obtains finances from private sources.

PLANS: Plans to continue its activities with a greater intensity.

STUDENTS: Information not furnished.

OPERATION LIFT - LITERACY INSTRUCTION FOR TEXAS
SUITE 325, RELIANCE LIFE BUILDING, 505 N. ERVAY STREET, DALLAS, TEXAS 75201

DIRECTOR:	Mrs. Walter W. Hirsch.
ESTABLISHED:	1961, February by the Dallas Branch of the National Council of Jewish Women; in 1962 the operation was handed over to a Citizen's Advisory Board.
MAJOR GOALS:	Elected officers, executive staff; county, city, neighborhood, metropolitan areas served.
STAFFING:	A staff member is in charge of adult basic education programs; director and assistant director are unpaid, one office help, paid; agency uses volunteer-teacher; considers special teacher preparation desirable to teach/lead adult basic education classes through a combination of in-service training, selected course work in adult education, previous teaching experience at the elementary level; teacher certification not required; agency provides both pre-service and in-service training through seminars, on-the-job training; considers teachers with elementary school background excellent in LIFT's classes; "compassion, desire to help, ability to communicate," are considred as those characteristics which most contribute to effective adult basic education teaching.
LOCATION AND FACILITIES:	Business section, suburbs, residential and rural areas served church, school, library, community and neighborhood centers are used; classroom, office space, work training area are donated; small tools, instructional materials are agency purchased; television program sponsored and paid by WFAA - Channel 8.
LIMITING FACTORS:	Funds, personnel to recruit students are of some concern to the agency; current difficulties are recruiting and motivating enrolled students.
FUNDS:	Private sources.
COLLABORATION:	WFAA Television and local community organizations.
PLANS:	To develop programs; to provide a broad-based general education of adult interest; to have a nine-month school year; reduce vacation periods.
STUDENTS:	Total 520: 158 non-white.

PALO PINTO COMMUNITY SERVICE CORPORATION
300 S.E. FIRST STREET, MINERAL WELL, TEXAS

DIRECTOR: Dick Brown.

ESTABLISHED: 1966, January

MAJOR GOALS: War on Poverty.

ORGANIZATION: Elected officers, incorporated, executive staff; county, city, neighborhood served.

STAFFING: No information given on staff currently working; considers special teacher preparation desirable to teach/lead adult basic education classes: in-service training, a degree in related discipline, selected course work in adult education, previous teaching experience at different school or college level; teacher certification not required; agency does not use volunteers; love of people is considered as the characteristic which most contributes to effective instruction in adult basic education.

LOCATION AND FACILITIES: No information given.

LIMITING FACTORS: Funds, personnel to recruit students, personnel for teacher training, information concerning adult basic education needs of the community are major concerns to the agency.

FUNDS: Agency expects government funding for adult basic education activities.

COLLABORATION: Agency staff has had conferences with Office Economic Opportunity staff at the State level.

PLANS: To continue basic courses in English and Citizenship.

STUDENTS: No information given.

PARKDALE BAPTIST WEEK DAY PROGRAM
420 FOURTH STREET, LUBBOCK, TEXAS 79402

DIRECTOR: Durrill G. Davison.

ESTABLISHED: 1962, September.

MAJOR GOALS: To assist adult to learn to read, write and speak English.

ORGANIZATION: Elected officers of the Parkdale Baptist Mission Church; assisted by the Lubbock Baptist Association of Churches and the Second Baptist Church; city and neighborhood served.

STAFFING: A staff member is in charge of adult basic education programming: eight part-time volunteers engaged on short-term projects; agency's entire work dependent on volunteer-teachers; considers special teacher preparation desirable to teach/lead adult basic education classes: in-service training, selected course work in adult education; public school teachers provide instruction; agency does not require teacher certification; "teacher's personal interest in student's learning, patience, innate desire to help, understanding needs" are considered as those characteristics which most contribute to adult basic education instruction.

LOCATION AND FACILITIES: Church facilities are used; classroom and work training area are loaned; instructional materials are agency purchased.

LIMITING FACTORS: Qualified teachers, support at organizational level, teacher trainers, information concerning adult basic education needs of the community, interest of local school board, instructional materials, transportation of students are major concerns.

FUNDS: Private.

COLLABORATION: Public School system.

STUDENTS: Total ten: mostly Latin Americans.

SAN ANTONIO LITERACY COUNCIL, INC.
408 4TH STREET, SAN ANTONIO, TEXAS 78205

DIRECTOR:	Mrs. M. R. Huantes
ESTABLISHED:	1960, October
MAJOR GOALS:	To teach reading, writing, speaking English to functional and totally illiterate population.
ORGANIZATION:	Elected officers, incorporated, executive staff; city, and metropolitan areas served; national affiliation.
STAFFING:	A staff member is in charge of adult basic education programs; one full time paid worker; agency uses volunteers in different adult basic education activites; considers special teacher preparation desirable to teach/lead adult basic education classes; in-service training, selected course work in adult education, previous teaching experience at the secondary or college level are considered desirable background; teacher certification is required; agency's experience with teachers trained in special workshops has been very effective; considers formal college preparation more effective than vocational training for teacher preparation; agency provides pre-service and in-service training through weekend seminars, institutes; considers "knowledge of the philosophy of adult education, understanding of culture, of students essential to effective instruction in adult basic education.
LOCATION AND FACILITIES:	Business section, residential area; private homes, church, school, facilities of voluntary organizations are used; classroom, office space are donated, work training area is loaned, small tools and instructional materials are agency purchased.
LIMITING FACTORS:	Funds, organizational support, teacher trainers, information concerning adult basic education needs of the community, interest of local school board, instructional materials are majof concerns; current difficulties are transportation, materials and teaching aids.
FUNDS:	Government.
COLLABORATION:	Public School Adult Basic Education - Title II-B, Migrant Workers, Aged.

PLANS: To coordinate adult basic education activities of the public schools and community organizations; to prepare and test adult basic education instructional materials at the local level.

STUDENTS: Total 1050: 150 non-white, 400 between 18-26, 400 between 26-40, 250 are 40 years and over, 350 are seeking employment.

PLANS: To coordinate adult basic education activities of the public schools and community organizations; to prepare and test adult basic education instructional materials at the local level.

STUDENTS: Total 1050: 150 non-white, 400 between 18-26, 400 between 26-40, 250 are 40 years and over, 350 are seeking employment.

TARRANT LITERACY ASSOCIATION, INC.
1012 BROWN DRIVE, FORT WORTH, TEXAS 76115

DIRECTOR: Henry O. Malone.

ESTABLISHED: 1964, August.

MAJOR GOALS: "To enlist and enroll adult non-readers; to provide basic education courses in practical skills relating to the employment of students enrolled in literacy classes."

ORGANIZATION: Elected officers, incorporated, executive staff; county, city, regional, national, international areas served; national and international affiliation.

STAFFING: A staff member is in charge of adult basic education programs; agency's work is dependent on volunteers; various committees are assigned to different adult basic education tasks; considers special teacher preparation desirable to teach/lead adult basic education classes; a combination of selected course work in adult education, in-service training, a degree in related discipline, or preferable teaching experience at the elementary level and/or training in the Laubach methods are desirable; agency requires teachers to participate in workshop of 8-16 hours prior to teaching; does not consider formal college preparation has produced the "best teachers" in agency's work; considers formal college preparation effective only for classroom instruction in some cases; agency conducts pre-service and in-service training through seminars, workshops, institutes, internships discussions by agency personnel, community council experience; "love for the pupils, sincereity, humility and recognition of student efforts" are considered essential to effective instruction in adult basic education.

LOCATION AND FACILITIES: Business section, suburbs, residential area; church, school, library, facilities of voluntary organizations are used; classroom, office space, work training area are loaned, small tools, are loaned, instructional materials are agency purchased.

LIMITING FACTORS: Funds, personnel to recruiting students, organizational support, teacher trainers, information concerning adult basic education programs is greatest concern.

FUNDS: Private sources.

COLLABORATION: None with the Directorates of Adult Education; although agency members are trained in literacy skills their services are not utilized by the Board of Education.

PLANS: "To continue to train teachers; to recruit students; to provide adult basic education classes."

STUDENTS: Total 200: 125 men, 134 non-white, 50 between 18-26, 100 between 26-40, 50 are 50 years and over, 25 are seeking employment, 18 from Public Assistance rolls.

THE WOMAN'S CLUB LITERACY PROJECT
C/O MRS. GLEN E. TALLBUT, BOX 619, COTULLA, TEXAS 78014

DIRECTOR:	Mrs. Glen E. Tallbut, Chairman.
ESTABLISHED:	1965, May.
MAJOR GOALS:	"To teach reading, writing, speaking English to the non-English speaking population; to use literacy as a vehicle for economic development."
ORGANIZATION:	No formal organization; county, city, neighborhood served; national affiliation with the Texas Federation of Women's Clubs.
STAFFING:	A staff member is in charge of adult basic education programs; teachers are required to take course work in adult education; previous teaching experience preferably in business at the college level, is recommended for those wishing to teach; teacher certification not required; recognizes college prepared teachers to be more effective in classroom instruction than vocationally trained teachers; agency uses volunteers; pre-service training provided through residential workshops; considers personal characteristics such as "a desire to improve the status of the community, church affiliation, love for one's fellowman" as those which most contribute to effective instruction in adult basic education.
LOCATION AND FACILITIES:	Residential area served; catholic church facilities used; classroom is both loaned and donated; instructional materials are agency purchased; students purchase their own materials.
LIMITING FACTORS:	Qualified teachers, support at organizational level, personnel for teacher training, instructional materials are major concerns; current difficulties are transportation, heating, ventilation-cooling and teaching aids.
FUNDS:	Private sources.
COLLABORATION:	An agency member works for the Public School under Title I, as a 'Teacher's Aide,' Lions Club made a financial contribution.

PLANS:	To continue existing adult basic education projects - (agency cannot afford to expand activities).
STUDENTS:	Total 31: 30 women, ten between 26-40, 18 are 40 years and over.

WOMAN'S CLUB OF TAFT LITERACY PROGRAM
TAFT, TEXAS 78390

DIRECTOR: Mrs. Edward N. Tutt.

ESTABLISHED: January 1965.

MAJOR GOALS: "To teach adults to read and write."

ORGANIZATION: Operates at city level; national and the regional affiliation.

STAFFING: An agency member is in charge of adult basic education programs: employs 15 full-time paid workers, considers selected courses in adult education and seminar desirable for adult basic education staff; teacher certification not required; conducts in-service training for teacher-volunteers, regards a "native ability to put across information and love for one's fellowmen" as important characteristics for adult basic education personnel.

LOCATION AND FACILITIES: Urban areas served; makes use of facilities of local schools by obtaining space for classroom and workshops; instructional materials and small tools are donated by community agencies.

LIMITING FACTORS: Funds, personnel for teacher training, instructional materials are major concerns; expresses a little concern in respect of personnel to recruit students, locating qualified teachers, availability of information on adult basic education programs, and transportation.

FUNDS: Private sources.

COLLABORATION: No indication given.

PLANS: For the present time, agency has no specific plans.

STUDENTS: Total 60: 50 white and ten non-white; 40 women, ten between 18 to 25 years, and 50 between 26 to 40 years.

YOUNG WOMEN'S CHRISTIAN ASSOCIATION
1641 BROADWAY, LUBBOCK, TEXAS

DIRECTOR: Mrs. Richard Richards.

ESTABLISHED: 1956.

MAJOR GOALS: "To provide a rich, educational and recreational program for all women and girls regardless of race, color or creed."

ORGANIZATION: Elected officers; city served; national, State, regional, international affiliation.

STAFFING: A staff member is in charge of adult basic education programs: program director is full time, paid; agency uses volunteers; considers special teacher preparation desirable to teach/lead adult basic education classes through in-service training, selected course work in adult education, or previous teaching experience at the kindergaretn, elementary of secondary level; teacher certification is not required; does not consider formal college preparation more effective than vocational training for adult basic education instruction; agency conducts pre-service and in-service training for teacher-volunteers through weekend seminars, residential workshops, community council experience, and self-study; "interest in education of people of all races, subject matter competency, cheerful and pleasant disposition, and ability for well-prepared classroom presentations" are considered essential for stimulating and retaining adult interest.

LOCATION AND FACILITIES: Residential area, church, Y.W.C.A. facilities used; classroom, office space are rented; work training area, small tools are loaned; instructional materials are partly agency purchased, loaned and donated.

LIMITING FACTORS: Funds, teacher trainers, general support by national agencies, information concerning adult basic education needs of the community, interest of local school board, instructional materials are agency's major concerns; other factors such as personnel to recruit students, qualified teachers, transportation of pupils are of some concern to the agency; current difficulties are lighting, transportation, materials, teaching aids, location in terms of student convenience.

FUNDS: Private; contributions from agencies such as the United Church Women.

COLLABORATION: Office of Economic Opportunity's Job Corps, Public School Adult Basic Education - Title II-B, Work Experience, Parent-Groups, Migrant Workers, Aged, Consumer and Buyers' Education, VISTA.

PLANS: To continue conducting adult basic education classes on a volunteer-teacher basis.

STUDENTS: Total 59: 55 women, all non-white, 45 are 40 years and over, all employed, 14 full time and 45 part time.

UTAH

BOX ELDER MIGRANT OFFICE
ROOM 30, FIRST SECURITY BANK, BRIGHAM CITY, UTAH 48302

DIRECTOR: Loren Switzer.

ESTABLISHED: 1961, May.

MAJOR GOALS: To provide facilities in and cooperation with local agencies in establishing educational programs for migratory seasonal workers.

ORGANIZATION: Elected officers, incorporated, executive staff; county, region, city served.

STAFFING: A staff member is in charge of adult basic education programs. Three full time paid, 25 part time paid workers are engaged on occasional and short term projects; considers special teacher preparation desirable to teach or lead adult basic education classes; in-service training, previous teaching experience at the elementary or secondary level is considered desirable; teacher certification is required; considers formal college preparation more effective than vocational education except for auto-mechanics training; agency uses some volunteer assistants and teacher's aides; in-service training is provided to teacher volunteers through seminars and institutes; values "teachers who are concientious and dedicated to the teaching profession, who understand problems faced by minority-groups of transient population, and have the ability to develop student-centered curriculum rather than a curriculum-centered curriculum; teachers who can experiement with new methods of teaching ability, cooperate with the local school board and willing to share insights with new staff members as those characteristics which most contribute to effective instruction in adult basic education.

LOCATION AND FACILITIES: Business section, suburbs, rural areas are covered; school, day care center and auto-garage facilities are used; classroom work training area, small tools are donated; office space is rented; instructional materials are partly agency purchased and partly loaned.

LIMITING FACTORS: Personnel to recruit students, information concerning adult basic education needs of the community; personnel for teacher training are major concerns; factors such as qualified teachers, support at organizational and national levels, interest of local school board, instructional materials are of little concern; current difficulties are in terms of transportation and location of classes.

FUNDS: Government sources.

COLLABORATION: Office of Economic Opportunity's Public School Adult Basic Education, Title II-B, Parent Groups, Migrant Workers.

LITERACY FOR ADULTS AND RELATED KNOWLEDGE (LARK)
2102 SOUTH 7TH. AVENUE, YAKIMA, WASHINGTON

DIRECTOR: Mary C. Wallace.

ESTABLISHED: 1959.

MAJOR GOALS: To provide basic education for adults.

ORGANIZATION: Incorporated; nation, State, county, city and neighborhood served.

STAFFING: A staff member is in charge of adult basic education programs; agency primarily utilizes volunteer services; 75-100 volunteer-teachers are assigned to various agency activities; agency considers special teacher preparation desirable to teach/lead adult basic education classes through a combination of in-service training, selected course-work in adult education and preferably previous teaching experience at the elementary and secondary level; although agency does not require teacher certification, participation in an agency workshop is required of all teachers; agency prefers college-trained persons "but places more value on personality, adult basic education training and flexibility" as more important qualifications; both pre-service and in-service training are conducted through week-end seminars, institutes and sensitivity training; considers "flexibility, humility, and empathy" as those characteristics which contribute most to effective instruction in adult basic education.

LOCATION AND FACILITIES: Business section, suburbs, residential and rural areas are served; facilities of voluntary organizations and the library are utilized; classroom, office space, and work training area are donated; instructional materials are agency purchased.

LIMITING FACTORS: None indicated.

FUNDS: Private sources.

COLLABORATION: With Office of Economic Opportunity's Job Corps, Public School Adult Basic Education - Title II B, Adult Programs, Migrant Workers, Indians, Aged.

PLANS: "To continue and expand activities in cooperation with the Washington Citizens Council; to continue providing classes in literacy; to assist in the preparation for G. E. D., driver training, leadership training, and typing."

STUDENTS: Total 400: 200 women, 200 non-white, 300 between 18-25, 100 between 26-40 years, all from Public Assistance rolls, almost none employed on a full time basis, very few are employed on a part time basis.

QUINAULT TRIBAL COUNCIL COMMUNITY ACTION PROGRAM
TAHOLAH, WASHINGTON 98587

ESTABLISHED: 1965, July.

MAJOR GOALS: "To improve educational and economic opportunities of the Indian people; to improve the general economic and human resources of the Reservation."

ORGANIZATION: Elected officers; tribal council forms the main decision-making unit; Indian Reservation served.

STAFFING: Six part-time, paid workers, one part-time paid consultant; agency considers special teacher preparation is desirable to teach/lead adult basic education classes; considers a combination of in-service training, a degree in education, or previous teaching experience at the elementary level desirable; agency requires teacher certification; formal college preparation is required in order to meet State standards for certification; agency considers "the ability to recognize individual needs and to relate them to the curriculum for adults" as essential characteristics for effective instruction in adult basic education.

LOCATION AND FACILITIES: School buildings, community and neighborhood centers are utilized; classroom and office space are loaned; instructional materials are agency purchased.

LIMITING FACTORS: Agency's main concerns are apathy, lack of motivation on the part of the adult students and lack of qualified teachers; other factors such as personnel to recruit students, information concerning adult basic education needs of the community are of some concern to the agency; organizational and national, interest of local school board, instructional materials and transportation are those concerns which also need agency attention; many regular teachers are unwilling to assume additional responsibilities in addition to their normal school schedule.

FUNDS: Government sources are indicated.

COLLABORATION: Office of Economic Opportunity's Job Corps, Neighborhood Youth Corps, Public School Adult Basic Education Title II B, VISTA.

PLANS: Future expansion of Adult Basic Education activities will depend on funding of agency's current Community Action Programs.

STUDENTS: Total 30: 20 women, all Indians, 25 are 18-25, 15 are part-time employed.

SEATTLE ATLANTIC STREET CENTER
2103 SOUTH ATLANTIC CITY, SEATTLE, WASHINGTON 98144

DIRECTOR: Isuguo Ikeda.

ESTABLISHED: 1909.

MAJOR GOALS: To work with the parents as well as youth who are facing more than average social, emotional problems.

ORGANIZATION: Executive staff; metropolitan area served; national affiliation.

STAFFING: Six full-time paid, four part-time paid, two paid staff members are engaged on short term projects; agency uses only volunteer-tutors; considers special teacher preparation desirable to teach/lead adult basic education programs through training such as in-service and teaching experience; agency considers teachers ability to develop various teaching methods at adult level essential; ability "to stimulate and maintain interest in the learning process, the ability to accept functioning level of the adult and desire for experimentation" are regarded essential to effective instruction in adult basic education.

LOCATION AND FACILITIES: Inner city served; facilities of voluntary organizations are utilized.

LIMITING FACTORS: Since adult basic education is not a major-service program of the agency no limiting factors pertaining to programs in literacy education are mentioned.

FUNDS: Private sources.

COLLABORATION: None with the Office of Economic Opportunity.

PLANS: None mentioned in the questionnaire.

STUDENTS: Total 60: 54 men, 55 non-white, 6 women are unwed mothers, 28 are from public assistance rolls, 36 are employed out of whom 28 are full-time employed, 6 are seeking employment; 94 parents are enrolled out of whom 65 are between 26-40, 29 are 40 years and over.

SEATTLE-KING COUNTY ECONOMIC BOARD, INC.
611 MUNICIPAL BUILDING, SEATTLE, WASHINGTON 98104.

DIRECTOR: Carl W. Shaw.

ESTABLISHED: 1964, December.

MAJOR GOALS: To administer and coordinate community action and other anti-poverty programs.

ORGANIZATION: Elected officers, incorporated, executive staff; county, city, neighborhood and metropolitan areas served; national affiliation.

STAFFING: A staff member is in charge of adult basic education programs; five part-time workers, paid; considers special teacher preparation desirable to teach/lead adult basic education classes; recommends in-service training, previous teaching experience at elementary, secondary, college or vocational school level; teacher certification not required; formal college preparation is not considered absolutely necessary but might be of more help than just on-the-job training; agency uses volunteers; pre-service training is provided through personal conferences, orientation; "values patience, tact, empathy, concern for individuals involved in adult basic education classes, an ability to stimulate a desire to learn, and a confidence in students' own capabilities" as those characteristics which most contribute to effective instruction in adult basic education.

LOCATION AND FACILITIES: Residential area of city; classroom and office space are rented; small tools, instructional materials are partly agency purchased, and partly donated.

LIMITING FACTORS: Funds are of major concern; factors such as personnel to recruit students, qualified teachers, information concerning adult basic education needs of the community, interest of local school board, instructional materials are of some concern to the agency; agency is less concerned about organizational support, personnel to train teachers, transportation of students; current difficulties are in terms of transportation of pupils at night, and transportation of older teacher-volunteers who do not wish to drive home at nighttime.

FUNDS: Government sources.

COLLABORATION: Office of Economic Opportunity's Job Corps, Neighborhood Youth Corps, Small business, College Work Study, Parent-Groups, Aged, Indians, Consumer and Buyers' Education.

PLANS: "To provide adult tutoring programs designed to include parents of students who are in the youth tutoring programs; to provide baby-sitting facilities while parents participate in adult basic education classes."

STUDENTS: Total 70: all women, 40 non-white, 12 are between 18-26, 28 are between 26-40, 30 are 40 years and over, 32 are employed of whom 20 are full time, 18 are seeking employment, 20 are not seeking employment, 35 are from Public Assistance rolls.

TACOMA COMMUNITY HOUSE
1311 SOUTH M. STREET, TACOMA, WASHINGTON 98405

DIRECTOR:	Miss Eunice Allen
ESTABLISHED:	1910, January
MAJOR GOALS:	"To provide a well-rounded educational, recreational, social, spiritual program; insofar as possible to relate these needs to the larger community and its agencies that all concerned may learn and practice better ways of living."
ORGANIZATION:	Elected officers, executive staff, parent organization is incorporated; neighborhood and metropolitan areas served; national affiliation.
STAFFING:	Two full time, paid; two part-time paid; about six are volunteer teachers assigned to short term projects; agency primarily uses volunteers; considers special teacher preparation desirable to teach/lead adult basic education classes through such training as in-service, and selected course work in adult education; considers that formal college preparation might be more effective than vocational training in a general way and might also provide status to the adult basic education profession; considers qualities such as "an ability to relate to people, and to work with them without giving those concerned and involved a feeling of inferiority" essential to effective instruction in adult basic education.
LOCATION AND FACILITIES:	Residential area of city served; community and neighborhood centers used; classroom, small tools, instructional materials are donated.
LIMITING FACTORS:	Information concerning adult basic education needs of the community is a major concern; other factors such as funds, personnel to recruit students qualified teachers, instructional materials are of some concern to the agency; other factors such as organizational and national support, and transportation of pupils are of little concern at the present time.
FUNDS:	Private sources.
COLLABORATION:	Office of Economic Opportunity's Public School Adult Basic Education.
PLANS:	To continue collaboration with Public School Adult Basic Education program; to recruit students needing literacy education.
STUDENTS:	Total 15: 10 non-white.

WARREN READING FOUNDATION
4224 UNIVERSITY WAY, N.E., SEATTLE, WASHINGTON 98105

DIRECTOR: Robert K. Shaw.

ESTABLISHED: 1963, November.

MAJOR GOALS: "To improve reading through research; to conduct classes for those reading below their potential; to provide teacher training in "proven-more-effective" methods of teaching, reading, and comprehension."

ORGANIZATION: Incorporated, executive staff; State, county, city areas served; agency provides training facilities for students from other regions of the country; students from 27 foreign countries participate in agency's activities.

STAFFING: A staff member is in charge of adult basic education programs: six full-time paid teachers, three part-time paid workers; 3-6 occasional staff are assigned to short-term projects; agency considers special teacher preparation desirable to teach/lead adult basic education instruction; agency recommends training such as in-service, a degree in related discipline, or previous teaching experience at elementary, secondary level; agency's present teachers hold master's degree or six years of college; teacher certification is required; considers formal college preparation more effective than vocational education for teachers of adult basic education; considers characteristics such as "empathy, knowledgeable, pleasing personality, capable, loving" as those which most contribute to effective teaching in adult basic education.

LOCATION AND FACILITIES: Business section served; agency's own facilities are used; classroom and office space are rented.

LIMITING FACTORS: Funds, qualified teachers, personnel for teacher training, information concerning adult basic education needs of the community, interest of local school board, instructional materials are major concerns; of some concern are factors such as support at organizational and national levels: another concern are inadequate facilities to take care of increasing current student enrollment.

FUNDS: Private; a proposal for expansion of current activities is submitted to the government.

COLLABORATION: No collaboration with Office of Economic Opportunity mentioned; agency does conduct in-service training for teachers in public, private and parochial school.

PLANS: To expand facilities to provide more increased enrollments; to conduct research in improving methods of teaching.

STUDENTS: Total 718: 564 men, 107 non-white, 242 are between 18-25, 147 are between 26-40, 14 are 40 years and over, about 38 % receive scholarship..

WEST VIRGINIA

ADULT BASIC EDUCATION PROGRAM
1500 PARK AVENUE, PARKERSBURG, WEST VIRGINIA

DIRECTOR: P. F. Pribble

ESTABLISHED: 1965, January

MAJOR GOALS: "To serve all those 18 years and over who have not completed an eight grade education; to provide them an opportunity to to improve their learning, their place in society and become self-supporting."

ORGANIZATION: Executive staffing; serves nationally; national affiliation.

STAFFING: A staff member is in charge of adult basic education programs; two are full time, one is a paid, part-time worker; agency considers special teacher preparation desirable to teach/lead adult basic education classes through in-service training and previous teaching experience; formal college preparation is considered desirable; vocational training is regraded important in agency's adult basic education activities; in-service training is conducted for volunteer-teachers through seminars and residential workshops; personal characteristics such as personality, understanding of adults, use of "good common horse sense" as those most contributory to effective instruction in adult basic education.

LOCATION AND FACILITIES: Residential area of city; school buildings are utilized small tools and instructional materials are agency purchased.

LIMITING FACTORS: Qualified teachers, interest of local school board are agency's major concerns; current difficulty being faced is in terms of location of classes.

FUNDS: Government.

COLLABORATION: Office of Economic Opportunity's Job Corps, Adult Basic Education, Parent-Groups.

PLANS: To continue adult basic education activities until students reach high school level or above.

STUDENTS: Total 602: 600 men, 525 white, 300 are between 18-25, 100 are 26-40, 200 are of 40 years and over, all are part-time employed.

CLAY COUNTY COMMUNITY DEVELOPMENT CORPORATION
P. O. BOX 445, CLAY, WEST VIRGINIA, 25043

DIRECTOR: Robert Pierson

ESTABLISHED: 1964, September

ORGANIZATION: Elected officers, incorporated; county served.

STAFFING: A staff member is in charge of adult basic education programs; one part-time, paid worker; agency does not consider special teacher preparation desirable to teach/lead classes in adult basic education; teacher certification not required; indicated that preparation of teachers would depend on the type of courses he or she is assigned to teach; recognizes that "seriousness of purpose" is essential to effective instruction of adults.

LOCATION AND FACILITIES: Rural areas served; school building and library facilities are utilized; small tools and instructional materials are loaned; office space, work training area, mobile units are donated.

LIMITING FACTORS: Paucity of funds is of major concern; qualified teachers, qualified teachers, information concerning adult basic education needs of the community, transportation of pupils are of some concern; current difficulties are transportation and location in terms of student convenience.

FUNDS: Federal government appropriations.

COLLABORATION: Office of Economic Opportunity's Job Corps, Neighborhood Youth Corps, Rural Loans, Work experience, Public School Adult Basic Education - Title II B, Parent-Groups, Aged.

PLANS: To expand existing programs to cover all target areas.

STUDENTS: Total 171: 169 men, majority white, all full time employed.

COUNTY HOME DEMONSTRATION COUNCIL
410 CHARLES GLENVILLE, WEST VIRGINIA 26351

DIRECTOR: Merle Owens, respondent

ESTABLISHED: Not indicated.

ORGANIZATION: Elected officers; county served; national, State, regional and international affiliation.

STAFFING: A part-time staff member is in charge of adult basic education programs; agency uses volunteer-teachers; considers special teacher preparation desirable to teach/lead adult classes; considers selected course work in adult education, previous teaching experience at the secondary level necessary; agency requires teacher certification; considers vocational or on-the-job training to be more effective in preparation of teachers than formal college education; occasional pre-service and in-service training is provided through seminars, residential workshops, community council experience and self study.

LOCATION AND FACILITIES: Rural areas served; community and neighborhood centers utilized; classroom and work training area are loaned and rented; instructional materials are donated.

LIMITING FACTORS: Qualified teachers, personnel for teacher training, instructional materials are major concerns; of some concern to the agency are factors such as personnel to recruit students, support by national agencies, information concerning adult basic education needs of the community and interest of local school board.

FUNDS: County, State and government appropriations.

COLLABORATIONS: Office of Economic Opportunity's Aged, Consumer and Buyers' Education.

PLANS: To implement the findings of a recent survey of the county which identified basic education as one of the major needs.

STUDENTS: Total 107: all women, all non-white, 82 are 40 years and over, 30 are employed of whom 20 are full time, 28 are seeking employment.

WEST CENTRAL WEST VIRGINIA COMMUNITY ACTION ASSOCIATION
1311 ANN STREET, PARKERSBURG, WEST VIRGINIA 26101

DIRECTOR:	Boyd B. Butler
ESTABLISHED:	1965, June.
MAJOR GOALS:	To provide literacy training to the adult illiterates; to teach basic communication skills by using various systems and methods of construction and to provide an overall general adult education curriculum.
ORGANIZATION:	Elected officers, executive staff; ten county areas served.
STAFFING:	Agency uses volunteer-teachers; considers special teacher preparation desirable to teach/lead adult basic education classes through in-service training, and previous teaching experience atthe secondary level; teacher certification not required; does not consider formal college preparation is necessarily more effective than on-the-job training; provides both pre-service and in-service training for teacher volunteers through institutes, and self-study; a "concern for and knowledge of the subject matter and enthusiasm" are recognized as essential characteristics for effective instruction of adults.
LOCATION AND FACILITIES:	Facilities of Virginia University are used.
LIMITING FACTORS:	Question not applicable to the agency.
FUNDS:	Government sources.
COLLABORATION:	Office of Economic Opportunity's Job Corps, Neighborhood Youth Corps, Public School Adult Basic Education - Title II-B, Head Start, Parent-Groups, VISTA.
PLANS:	To coordinate activities with those of Department of Health, Education, and Welfare in Adult Basic Education
STUDENTS:	Not indicated.

WISCONSIN

COUNCIL FOR SPANISH SPEAKING
524 W. NATIONAL AVENUE, MILWAUKEE, WISCONSIN

DIRECTOR:	J. Pagan
ESTABLISHED:	1964
MAJOR GOALS:	To provide adult basic education for the Spanish speaking population of the State.
ORGANIZATION:	Executive staff; State, county neighborhood, metropolitan areas served.
STAFFING:	Two full time paid workers; agency uses volunteers; considers special teacher preparation desirable to teach/lead adult basic education classes; considers a study of selected course work in adult basic education and previous teaching experiences desirable; teacher certification is required; recognizes the importance of formal college preparation for teachers of adult basic education; agency provides both pre-service and in-service training through institutes and workshops in the Laubach method of instruction; values "a good personality, a mind free of prejudice, intelligent thinking and patience" as those characteristics which most contribute to effective instruction in adult basic education.
LOCATION AND FACILITIES:	Community and neighborhood center facilities are utilized; teacher and student homes are used; office space is rented; instructional materials are agency purchased; wherever possible locally donated facilities are used.
LIMITING FACTORS:	Factors such as personnel to recruit students, qualified teachers, personnel for teacher training, support by national agencies, information concerning adult basic education needs of the community, interest of local school board, instructional materials, transportation of pupils are of some concern to the agency; current difficulties are in terms of transportation, materials and teaching aids.
FUNDS:	Private sources.
COLLABORATION:	None with Office of Economic Opportunity mentioned.
PLANS:	None indicated.
STUDENTS:	30 Puerto Ricans: 15 men

FOURTH DISTRICT OF THE WISCONSIN CONTRESS OF PARENTS AND TEACHERS
223, NORTH BALDWIN STREET, MADISON, WISCONSIN 53703

DIRECTOR:	Mrs. Blair Temkin, Project Chairman
ESTABLISHED:	1964, August
MAJOR GOALS:	"To start a pilot project in order to establish whether volunteer teachers are able to teach adults to read using the WORDS IN COLOR METHOD" - (conducted in cooperation with the Milwaukee Department of Public Welfare).
ORGANIZATION:	Elected officers, incorporated; national county project; national State, international affiliation.
STAFFING:	An agency member serves as the chairman of the 'Words in Color' project; agency considers special teacher preparation by a two-day orientation in special teaching problems desirable; new teachers are assigned to work with experienced teachers during their first teaching session; "maturity and a sincere interest in the adult student was found to be most inportant quality"; agency does not require teacher certification; experience in PTA leadership workshops and parent education workshops are considered valuable; college preparation considered more effective than vocational training; all teachers are volunteers; agency provides refresher courses; personal characteristics such as "maturity, empathy, patience" are considered invaluable in teaching adults; agency's volunteers are experienced PTA workers, scout leaders of church workers.
LOCATION AND FACILITIES:	First year classes were held in business section of town; second year classes held in the Emergency Hospital; classroom space loaned; instructional materials are donated; wherever possible locally donated facilities are used; programs directed by agency members are carries on in all locations such as business section, suburbs, residential and rural areas as well as neighborhoods, cities and counties.
LIMITING FACTORS:	Personnel to recruit first year students; greater involvement of the students in the program are agency's major concerns; other factors such as qualified teachers, funds, national agencies' support, interest of local school board are of little concern; current difficulties are lighting, and "easy to read and interesting material".
FUNDS:	Project started with private funds; second year program subsidized by government funding.

COLLABORATION: Participated in Office of Economic Opportunity's activities in Youth and Adult Education Programs and Community Action; agency volunteers work with Head-start projects in the community and State; agency works in collaboration with local voluntary community organizations as well as with various public agencies.

PLANS: To employ a volunteer coordinator; to work through the Public Welfare Department; to continue recruiting volunteer-teachers for next year's programs.

STUDENTS: Total 242: 232 non-white, 225 female, 18 are between 18-25, 136 are between 26-40, 87 are 40 years and over, all students are enrolled from Public Assistance rolls.

410

MADISON LAUBACH LITERACY COUNCIL
4306 YUMA, MADISON, WISCONSIN 53711

DIRECTOR: E. B. McMurry

ESTABLISHED: 1965, November

MAJOR GOALS: "To locate and recruit adults who are functionally or totally illiterate; to arouse general public interest and support."

ORGANIZATION: Elected officers; county, city, regions served; national affiliation; State affiliation with the Wisconsin Laubach Literacy Council.

STAFFING: A staff member is in charge of adult basic education programs; one part-time, volulteer; agency does not consider special teacher preparation desirable to teach/lead adult basic education classes; teacher certification is not required; agency's entire adult basic activities is dependent on volunteer teachers for whom pre-service and in-service training are provided through weekend seminars, workshops; "considers patience, concern, enthusiasm, willingness to experiment essential to effective instruction in adult basic education.

LOCATION AND FACILITIES: Business sections, residential and rural areas are covered; church facilities, community and neighborhood centers, student and teacher homes are used; classroom office space, work training area are donated; small tools andinstructional materials are agency purchased; wherever possible locally donated facilities are used; program directed by agency members are held in all locations.

LIMITING FACTORS: Personnel to recruit students, information concerning adult basic education needs of the community are major concerns; also of some concern are funds, interest of local school board, instructional materials; current difficulties are qualified teachers, location in terms of student convenience; and adjusting teacher's free time with that of the student.

FUNDS: Agency receives government funds, but the major source of funding for adult basic education activities is from non-governmental sources.

COLLABORATION: Office of Economic Opportunity's Public School Adult Basic Education; collaboration is indicated with local vocational schools.

PLANS: To obtain publicity on local radio and television concerning adult basic education activities; to develop the level of laubach literacy program to the level of supplemental teaching and reading materials.

STUDENTS: Total 18: 13 men, 11 are full time employed, 3 seeking employment, 2 from public assistance rolls.

WISCONSIN LAUBACH LITERACY COORDINATING COMMITTEE, INC.
P.O. BOX 400, MILWAUKEE, WISCONSIN 53201

DIRECTOR: Gordon P. Ralph, President

ESTABLISHED: 1964, December

MAJOR GOALS: "To help adult non-readers in the State of Wisconsin and elsewhere to a better life through literacy; to use volunteer-teachers for adult basic education activities.

ORGANIZATION: Elected officers, incorporated; State, county, city, neighborhood metropolitan areas served; national and international affiliation.

STAFFING: Agency's entire program in adult basic education is dependent on volunteers; hundreds of whom are engaged in specific type adult basic education activities; both local as well as literach experts from other parts of the country are invited by the agency;considers special teacher preparation desirable to teach/lead adult basic education classes; a combination of in-service training, selected course work in adult education or training in Laubach method are desirable; certification is not required;both pre-service andin-service training are provided through a three-day workshop and internships at teaching centers; "values empathy,patience, imagination, a pleasing personality and sincerity" as characteristics essential for effective adult basic education instruction.

LOCATION AND FACILITIES: Business section, suburbs, residential and rural areas served; churches schools, library and facilities of voluntary organizations are utilized; facilities and equipment used in adult basic education are agency owned.

LIMITING FACTORS: Personnel to recruit students is a major concern; of some concern are factors such as funds, personnel for teacher training, transportation of pupils; other factors such as qualified teachers, organizational and national support, information concerning adult basic education needs of the community, interest of local school board, instructional materials are of little concern.

FUNDS: Private sources.

COLLABORATION: While there is no formal collaboration, agency indicates there is an exchange of information between agency and Office of Economic Opportunity programs.

PLANS: "To improve and expand the referral system; to improve quality of teaching through audio-visual aids; to establish liaison with other community organizations engaged in adult basic education activities in the city and State."

STUDENTS: Total 200: 30 non-white, mostly migrants.

ERIC Clearinghouse
SEP 10 1968
on Adult Education